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UNITED STATES DEPARTMENT OF AGRICULTURE  
Commodity Stabilization Service

REPORTS CONTROL HANDBOOK (9-DS)

AMENDMENT - 2

APPROVED:

*Hubert Dyke*

Acting Deputy Administrator,  
Production Adjustment

*R. P. Beach*

Acting Deputy Administrator,  
NATIONAL AGRICULTURAL LIBRARY

DEPT OF AGRICULTURE Operations

JUL 16 1960

CATALOGING PREP

1. PURPOSE.

This amendment transmits a new table of contents and revised Exhibits 1, 2, and 3.

2. CHANGES.

Various changes in previously approved report requirements, and new report requirements, are incorporated in the exhibits. Only the added reports or significant changes in previously required reports are asterisked. Deleted reports are not asterisked and are no longer required.

PAGE CONTROL CHART

| Remove Page                       | Dated              | Insert Pages                      | Dated              |
|-----------------------------------|--------------------|-----------------------------------|--------------------|
| T.C. 1 and 2<br>Exhibits 1 thru 3 | 3-17-59<br>3-17-59 | T.C. 1 and 2<br>Exhibits 1 thru 3 | 6-14-60<br>6-14-60 |

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Agriculture



National Agricultural Library

REPORTS CONTROL HANDBOOK (9-DS)

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| C. Office of Deputy Administrator for Price Support                             | 1                |
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| E. Administrative Services Division   | 3                |
| F. Agricultural Conservation Programs Service                                   | 1                |
| G. Barter and Stockpiling Division  | 1                |
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| I. Compliance and Investigation Division  | 1                |
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| K. Disaster Livestock Feed Staff  | 1                |
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| O. General Sales Manager  | 1                |
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| Q. Information Division   | 1                |
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## REPORTS CONTROL HANDBOOK (9-DS)

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|---|------------------|
| S. Livestock and Dairy Division   | 2                |
| T. Oils and Peanut Division   | 1                |
| *--U. Operations Analysis Staff--*  | 1                |
| V. Personnel Management Division  | 4                |
| W. Soil Bank Division   | 1                |
| X. Sugar Division   | 5                |
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| Exhibit 2 - Recurring Reports Required by Washington of<br>ASC State and/or Insular Offices | 14               |
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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## OFFICE OF THE ADMINISTRATOR

| Reports Control Number | Title   | Prepared by                                   | Frequency | Authority |
|------------------------|---|---|-----------|-----------|
| ADM-3R                 | Weekly Wire Report on Commodity Inventories Estimates | FI; Commodity Divisions and Commodity Offices | Weekly    | 739-1     |

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## REPORTS CONTROL HANDBOOK

EXHIBIT 1-B

9-DS

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## OFFICE OF DEPUTY ADMINISTRATOR FOR OPERATIONS

| Reports Control Number | Title  | Prepared by   | Frequency | Authority                                  |
|------------------------|--|---|-----------|--|
| DAO-1R                 | Quarterly Inventory and Location Report on Specified CCC-Owned Commodities | Commodity Offices with Inventories of Specified Commodities | Quarterly | DAO Memo<br>5-12-55<br>DAO Wire<br>9-22-55 |



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## OFFICE OF DEPUTY ADMINISTRATOR FOR PRICE SUPPORT

| Reports Control Number | Title  | Prepared by                  | Frequency                                 | Authority |
|------------------------|--|------------------------------|---|-----------|
| AACO-3R                | Preliminary Notice of Completion of Requisition            | Commodity Divisions          | Irregular                                 |           |
| AACO-4R                | Requisition and/or Contract Summary, Comm. Cred. Corp.-207 | FI                           | Completion of Contract and/or Requisition |           |
| DAPS-11R               | Export Clearances  | Commodity Divisions; F&V-AMS | Monthly                                   | 739-5     |
| DAPS-12R               | Report of Liftings   | Commodity Offices            | Irregular                                 | 4-PS      |



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## OFFICE OF DEPUTY ADMINISTRATOR FOR PRODUCTION ADJUSTMENT

| Reports Control Number | Title  | Prepared by    | Frequency               | Authority    |
|------------------------|--|----------------|-------------------------|--------------|
| DAPA-1R                | Report of Marketing Review Cases   | State Offices  | Annually                | 2-PA         |
| DAPA-2R                | Acreage Performance Progress Report  | State Offices  | Semi-Annually           | 1-PP         |
| DAPA-5R                | ASC County Committees  | State Offices  | Annually                | 1-CA, Part 1 |
| DAPA-15R               | State Summary of Marketing Quota Referendum Ballots, MQ-8, and Number of Eligible Voters | State Offices  | Completion of Referenda | 1-PA         |
| DAPA-17R               | Premeasurement Progress Report   | State Offices  | Semi-monthly            | 3-PP         |
| DAPA-18R               | Report on General Review of County Offices   | State Offices  | Annually                | 1-SA         |
| DAPA-19R               | Consolidated Report on General Review of County Offices                                  | Area Directors | Annually                | 1-SA         |



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## ADMINISTRATIVE SERVICES DIVISION

| Reports Control Number | Title   | Prepared by   | Frequency     | Authority      |
|------------------------|---|---|---------------|----------------|
| AS-1R                  | Annual Motor Vehicle Report SF-82 and SF-82a                      | Denver AS Field Office  | Annually      | 12-AS          |
| AS-2P                  | Annual Motor Vehicle Report SF-82 and SF-82a                      | AS  | Annually      | 1-AR-850-852   |
| AS-15P                 | Contract Printing Report, JCP Form 2-Rev.                         | AS  | Semi-Annually | 9-AS; 3-AR-205 |
| AS-16R                 | Quarterly Report on Disposal of Surplus Personal Property, AD-227 | Denver AS Field Office and Commodity Offices, except Cincinnati | Quarterly     | 12-AS          |
| AS-17P                 | Quarterly Report on Disposal of Surplus Personal Property, AD-227 | AS  | Quarterly     | 5-AR-627       |
| AS-20R                 | Disposition of Excess Property in Foreign Countries               | Denver AS Field Office  | Annually      | 5-AR-626e2     |
| AS-21P                 | Disposition of Excess Property in Foreign Countries               | AS  | Annually      | 5-AR-626e2     |
| AS-22P                 | Agency Space Report, SF-11  | AS  | Bimonthly     | 4-AR-161a      |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## ADMINISTRATIVE SERVICES DIVISION (Con.)

| Reports Control Number | Title   | Prepared by                                | Frequency     | Authority      |
|------------------------|---|--|---------------|----------------|
| AS-23R                 | Report of Space Use, SF-123   | All Field Offices                          | Annually      | 13-AS          |
| AS-24P                 | Report of Space Use, SF-123   | AS   | Annually      | 4-AR-161b      |
| AS-25R                 | Report on Procurement by Executive Agencies SF-37                   | Denver AS Field Office & Commodity Offices | Semi-Annually | 9-AS           |
| AS-26P                 | Report on Procurement by Executive Agencies SF-37                   | AS /                                       | Semi-Annually | 9-AS; 5-AR-142 |
| AS-29R                 | Report of Records Holdings CSS-392                                  | All Washington & Field Offices             | Biennially    | 2-AS           |
| AS-30P                 | Report of Records Holdings, SF-136                                  | AS   | Biennially    | 10-AR-806      |
| AS-36R                 | Report of Man-Months and Obligations CSS-633                        | Denver AS Field Office                     | Monthly       | AS Memo        |
| AS-39R.                | Vehicle Operating Summary Record, CSS-82                            | Field Offices, except Commodity offices    | Annually      | 12-AS          |
| AS-40P                 | List of Scheduled Meetings to be Attended by Representatives of CSS | AS   | Weekly        | 116-2          |
| AS-47P                 | Statement of Matter Acquired Bearing Penalty Indicia, AD-299        | AS   | Annually      | 5-AS; 1-AR-427 |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## ADMINISTRATIVE SERVICES DIVISION (Con.)

| Reports Control Number | Title   | Prepared by                      | Frequency     | Authority                       |
|------------------------|---|----------------------------------|---------------|---------------------------------|
| AS-51R                 | Contract Printing Report, JCP Form 2, Rev.                              | All Field Offices                | Semi-Annually | 9-AS                            |
| AS-61R                 | Report of Unanswered Jacketed Correspondence                            | Washington Divisions and Offices | Monthly       | 6-AS                            |
| AS-62P                 | Annual Report of Real Property Leased to U. S. Government (GSA-1166A)   | AS                               | Annually      | P&O Memo No. 16 (Rev.), Supp. 3 |
| AS-63P                 | Annual Report of Real Property Owned by U.S. Government (GSA-1166).     | AS                               | Annually      | P&O Memo No. 16 (rev.) Supp. 3  |
| AS-64P                 | Summary of Number of Installations Owned by U.S. Government (GSA-1209)  | AS                               | Annually      | GSA Circular No. 80, Rev. 3     |
| AS-65P                 | Comparative Summary of Properties Leased to U.S. Government (GSA-1209A) | AS                               | Annually      | GSA Circular No. 80, Rev. 3     |
| AS-66P                 | General Purpose and Other Space Managed by GSA (GSA-1357)               | AS                               | Annually      | P&O Memo No. 34                 |
| AS-67P                 | Report of Surplus Real Property Disposals and Inventory (GSA-1100)      | AS                               | Quarterly     | P&O Memo No. 20, Supp. 1        |
| AS-69R                 | Leased Wire Traffic Report  | Commodity                        | Weekly        | DAO Memo 12-16-58               |

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## REPORTS CONTROL HANDBOOK

EXHIBIT 1-F

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## AGRICULTURAL CONSERVATION PROGRAMS SERVICE

| Reports Control Number | Title   | Prepared by   | Frequency | Authority             |
|------------------------|---|---------------|-----------|-----------------------|
| ACP-12R                | Annual Statistical Report of the Agricultural Conservation Program, ACP-300, -302, -303 | State Offices | Annually  | Part 8, ACPS Handbook |
| ACP-18R                | Reports of Emergency F-4 Practices<br>19 <u>      </u> - ACP                            | State Offices | Annually  | Notice ACP-339        |
| *---ACP-19R            | Allocation Control Progress Report, ACP-305   | State Offices | Varies    | Notice ACP-451---*    |



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## BARTER AND STOCKPILING DIVISION

| Reports Control Number | Title   | Prepared by       | Frequency                       | Authority |
|------------------------|---|-------------------|---------------------------------|-----------|
| BA-1R                  | Reports of Sales Made Against Barter Contracts                  | Commodity Offices | Daily as Sales Occur            | 1-BA      |
| BA-2R                  | Reports of Completion of Deliveries Against Barter Contracts    | Commodity Offices | Completion of Delivery          | 1-BA      |
| BA-3R                  | Reports of Exports to Approved Countries Under Barter Contracts | Commodity Offices | Receipt of Proof of Exportation | 1-BA      |



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## BUDGET DIVISION

| Reports Control Number | Title   | Prepared by                                    | Frequency         | Authority      |
|------------------------|---|--|-------------------|----------------|
| BU-1R                  | Operating Budget Report, CSS-193, CSS-194, CSS-195, CSS-196, CSS-197  | Wash. Divisions and Offices; Commodity Offices | Annually & Varies | 1-BU; 2-BU     |
| BU-3R                  | Special, Trust and General Fund Receipts Recorded in the Administrative Fiscal and Fiscal Control Div., CSS Commodity and ASC State Offices by Division | FI   | Annually          | Memo 4-28-50   |
| BU-4R                  | Summary of Expenditures ASC County Committees, CSS-498  | State Offices                                  | Quarterly         | 3-BU           |
| BU-6R                  | Budget Estimate and operating Budget, CSS-194, 195, 140, 492, 614, 197  | State and Insular Offices                      | Annually          | 3-BU           |
| BU-7R                  | Reconciliation of CSS-498 with Section 388 Allotment Ledger   | State Offices                                  | Annually          | 3-BU           |
| BU-9P                  | Comparison of Apportionments and Obligations AD-82  | BU   | Monthly           | 6-AR-379       |
| BU-11P                 | Apportionment and Reapportionment Schedule, SF-132  | BU   | Varies            | 6-AR-301 & 302 |
| BU-13P                 | Apportionment and Reapportionment Schedules for Corporations and Enterprises, SF-142  | BU   | Varies            | 6-AR-303 & 304 |
| BU-18R                 | Work Status Report, CSS-612   | Commodity Offices                              | Monthly           | 4-BU           |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## BUDGET DIVISION (Con.)

| Reports Control Number | Title  | Prepared by  | Frequency     | Authority           |
|------------------------|--|--|---------------|---------------------|
| BU-19R                 | Statement of Earnings on Billed Deliveries for Supply Operations (Carbon Copy)   | FI   | Quarterly     | Memo 1-14-58        |
| BU-29R                 | Quarterly Report of Special Deposit - Account 12F5748  | FI   | Quarterly     | Memo                |
| BU-33R                 | Annual Travel Report   | FI-BU  | Annually      | 91-FI & 6-AR-391    |
| BU-35R                 | Report on Visits of Investigators  | Wash. Divisions & Offices, State & Commodity Offs. | Irregular     | 1-BU; 2-BU; 3-BU    |
| BU-41R                 | Cumulative Report of Marketing Quota, Penalties Status   | FI   | Semi-Annually | Memo                |
| BU-43R                 | Monthly Summary of Allotment Transactions by States, Conservation and Use Appropriation                                | FI   | Monthly       | Fiscal Memo 4-25-51 |
| BU-44R                 | Monthly Summary of Allotment Transactions by States, Sugar Act Funds, CSS-581  | FI   | Monthly       | Fiscal Memo 4-25-51 |
| BU-52R                 | Report of Activity by Fund CSS-633-1   | Wash. Divisions & Commodity Offices                | Quarterly     | 71-FI               |
| BU-66R                 | Forms & Methods Used in Establishing County Office Allocations and Operating Budgets and Analyzing County Expenditures | State Office                                       | Annually      | 3-BU                |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## BUDGET DIVISION (Con.)

| Reports Control Number | Title  | Prepared by               | Frequency     | Authority                       |
|------------------------|--|---------------------------|---------------|---------------------------------|
| BU-88R                 | Estimates of Commodity Volume, Workload, Personal Services and Obligations, and Employment and Obligations Plans, Schedules A, B, C, D, and E  | Commodity Offs.           | Annually      | 2-BU                            |
| BU-90R                 | Report on Communication Costs  | FI                        | Annually      | 91-FI                           |
| BU-91P                 | Acquisition of Passenger Carrying Vehicles   | BU                        | Semi-Annually | 6AR392                          |
| BU-93R                 | State Office Employment and Obligations, Section 388   | State Offices             | Monthly       | 3-BU                            |
| BU-95P                 | Quantity and Inventory Value of Commodities on Hand Which Have Not Been Offered for Sale in World Trade on a Competitive Basis, and Storage Charges on All Commodities Which Have Been Held by CCC For More Than 18 Months | Budget Division           | Semi-Annually | House Report 303, 84th Congress |
| BU-96R                 | Determination of Agricultural Conservation Program Expenditures  | State and Insular Offices | Annually      | 3-BU                            |
| BU-97R                 | Forecast of ASC State Office Employment, CSS-196   | State and Insular Offices | Annually      | 3-BU                            |
| BU-98P                 | Report of Employment by Major Programs   | BU                        | Monthly       | 8-AR-1359.55-57                 |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

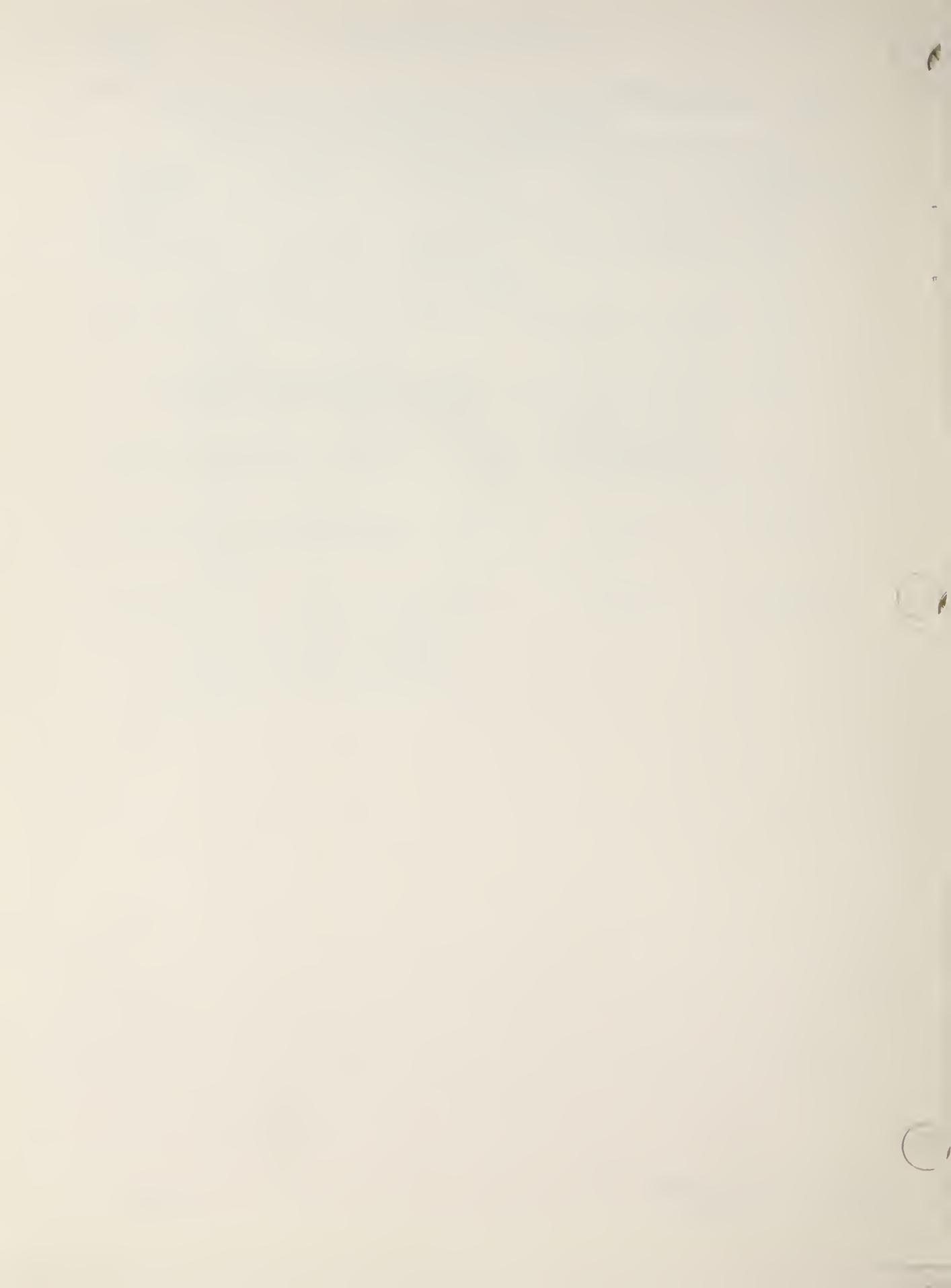
## BUDGET DIVISION (Con.)

| Reports Control Number | Title  | Prepared by               | Frequency | Authority              |
|------------------------|--|---------------------------|-----------|------------------------|
| **-- BU-101R           | Determination and Certification of Total Funds Available for Conservation Materials and Services, Cash Payments and Requests for Allotment Advice Adjustments, ACP-252 | State and Insular Offices | As needed | 3-BU                   |
| BU-102R                | Employees by Organizational Unit   | Wash. Offs.               | Quarterly | 1-BU                   |
| BU-103P                | Agency Financial Plan and Monthly Progress Reports   | BU                        | Varies    | 6-AR-305               |
| BU-104P                | Project Obligation Estimates (AD-147) and Revision of Project Obligation Estimates (AD-148)  | BU                        | Varies    | 6-AR-297 & 298<br>---* |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## COMPLIANCE AND INVESTIGATION DIVISION

| Reports Control Number | Title   | Prepared by      | Frequency | Authority    |
|------------------------|---|------------------|-----------|--------------|
| CI-1R                  | Narrative Report  | CI Field Offices | Monthly   | Memo 11-6-50 |
| CI-2R                  | Report of Man-Months and Obligations, CSS-633                             | CI Field         | Monthly   | Memo 1-15-51 |
| CI-3R                  | Progress Report on Administrative Action Concerning Investigation Reports | CI Field Offices | Irregular | 150-1        |



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## COTTON DIVISION

| Reports Control Number | Title   | Prepared by                                  | Frequency     | Authority             |
|------------------------|---|--|---------------|-----------------------|
| CN-14R                 | Annual Carryover Report   | New Orleans Commodity Office                 | Annually      | Annual Memo           |
| CN-17R                 | Weekly Report of Cotton Loans and Repayments                      | New Orleans Commodity Office                 | Weekly        | Memo 8-21-53          |
| CN-28R                 | Report of Cottonseed Purchase Program, Cottonseed Purchase Form 6 | State Offices                                | Weekly        | 10-CN                 |
| CN-50R                 | List of Approved Cotton Warehouses                                | New Orleans Commodity Office                 | Varies        | 12-CN                 |
| CN-76R                 | Report on Marketing Quota Violations - Cotton (MQ-106)            | State Offices                                | Semi-Annually | 5-CN<br>6-CN          |
| CN-81R                 | Report of Cotton Registered for Export Under P.L. 480             | New Orleans Commodity Office                 | Weekly        | CN Memo 6-29-55       |
| CN-89R                 | Forms Requirements Report _____ Year                              | State Offices                                | Annually      | 5-CN<br>6-CN          |
| CN-91R                 | Spinnable Cotton Waste (Class A) Registered                       | Cotton Products and Export Operations Office | Monthly       | DAO Memo 8-15-56      |
| CN-92R                 | Cotton Products Exported  | Cotton Products and Export Operations Office | Monthly       | DAO Memo 8-15-56      |
| CN-93R                 | State Summary of 19 _____ County Allotment Acreage History        | State Offices                                | Annually      | 1-CN(60);<br>3-CN(60) |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## COTTON DIVISION (Con.)

| Reports Control Number | Title  | Prepared by                              | Frequency | Authority                |
|------------------------|--|--|-----------|--------------------------|
| CN-96R                 | State Summary of 19 ____ Cotton Allotments           | State Offices                            | Annually  | 1-CN(60);<br>3-CN(60)    |
| CN-97R                 | 19 ____ County Cotton Acreage Summary Report for AMS | State Offices in Cotton Producing States | Annually  | CN Notice 170            |
| **-CN-100R             | State Acreage Reserve for 19 ____                    | ASC State Offs.                          | Annually  | 1-CN(60);<br>3-CN(60)    |
| CN-101R                | Purchases of Choice A Cotton                         | New Orleans Commodity Off.               | Weekly    | DAO Memo<br>11-20-59 --* |

## REPORTS CONTROL HANDBOOK

EXHIBIT 1-K

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## DISASTER LIVESTOCK FEED STAFF

| Reports Control Number | Title   | Prepared by                            | Frequency | Authority |
|------------------------|---|--|-----------|-----------|
| DF-1R                  | Report of Farmer's Purchase Orders and Dealer's Certificates Issued | State Offices (Except Insular Offices) | Weekly    | 1-DF      |
| DF-3R                  | Deliveries of Commodities Under Current Emergency Feed Program      | Commodity Offs.                        | Weekly    | 1-DF      |

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION

| Reports Control Number | Title  | Prepared by                                   | Frequency          | Authority                 |
|------------------------|--|---|--------------------|---------------------------|
| FI-1R                  | Analysis of Accounts 1701, 1741, 3001, 3440  | Commodity Offs.                               | Quarterly          | 17-FI                     |
| FI-3R                  | Summary of Allotment Ledger Transactions, SF-1015a (Program)                                 | Commodity Offs.                               | Monthly            | 87-FI<br>88-FI            |
| FI-4R                  | Cumulative Report of Marketing Quota Penalties   | State Offices                                 | Semi-Annually      | 80-FI<br>5-TB             |
| FI-5R                  | Analysis of Account 6701   | Commodity Offs.                               | Monthly            | 17-FI                     |
| FI-7R                  | Trial Balances, CSS-9 and Transcript of Accounts 311 and/or 312 (Administrative and Program) | Commodity Offs. Denver & Wash. FI Field Offs. | Monthly & Annually | 87-FI;<br>88-FI;<br>94-FI |
| FI-8R                  | CCC Granary Storage Program Results  | Commodity Offs.                               | Monthly            | 17-FI                     |
| FI-9R                  | Change in CCC Inventory, CCC Form 3  | Commodity Offs.                               | Monthly            | 17-FI;<br>22-FI           |
| FI-10R                 | Report of CCC Loans, CCC Form 244  | Commodity Offs.                               | Monthly            | 17-FI;<br>22-FI           |
| FI-13R                 | Post Closing Trial Balance and Statement of Income and Expense, CCC 202-1, -2, -3            | Commodity Offs.                               | Monthly            | 17-FI                     |
| FI-18R                 | Analysis of Account 2101   | Commodity Offs.                               | Monthly            | 17-FI                     |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

| Reports Control Number | Title   | Prepared by                            | Frequency              | Authority                                    |
|------------------------|---|--|------------------------|--|
| FI-19R                 | Analysis of Selected Miscellaneous Accounts                                 | Commodity Offs.                        | Monthly                | 17-FI  |
| FI-23R                 | Report of Disbursements, CCC Form 217                                       | Federal Reserve Banks and Branch Banks | Semi-monthly           | 8-FI   |
| FI-24R                 | Report of Deposits, CCC Form 216  | Federal Reserve Banks and Branch Banks | Semi-monthly           | 8-FI   |
| FI-25P                 | Report of Financial Condition and Operations, CCC                           | FI                                     | Monthly                |  |
| FI-26P                 | Financial Statements, SF-220, 221, 222 and 223                              | FI                                     | Quarterly and Annually | 91-FI; 6-AR-381                              |
| FI-27P                 | Report of Status of Appropriation Accounts SF-133                           | FI                                     | Quarterly              | 91-FI; 6-AR-377; Budget-Treas. Regulation #1 |
| FI-28P                 | Report of Cash Transactions Abroad, Budget Treasury Form 40-A and 40-B      | FI                                     | Quarterly              | 6-AR-382; Budget-Treas. Regulation #4        |
| FI-29P                 | Report of Procurement of Food and Materials Abroad, Budget-Treasury Form 41 | FI                                     | Quarterly              | 6-AR-382; Budget-Treas. Regulation #4        |
| FI-30P                 | Procurement Authorization Completion, ICA 11-13                             | FI                                     | Varies                 | Request of ICA                               |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

| Reports Control Number | Title  | Prepared by   | Frequency | Authority  |
|------------------------|--|---|-----------|--|
| FI-36P                 | Status of Expenditures by States and Calendar Year                           | FI  | Annually  | BAE Memo 3-7-49                                  |
| FI-37P                 | Direct Expenditures or Aid Made by CSS to States, Territories or Possessions | FI  | Annually  | Annual Request From Office of Budget and Finance |
| FI-40P                 | Statement of Expenditures, ACP and Sugar Act, U. S.                          | FI  | Monthly   | BAE Memo 10-7-49                                 |
| FI-42R                 | Program Cost Report, CSS-629   | Commodity Offices                                   | Monthly   | 88-FI  |
| FI-44P                 | Report on Status of Apportionments for Corporations and Enterprises, SF-143  | FI  | Quarterly | 6-AR-380; Budget-Treas. Regulation #1            |
| FI-47R                 | Report of Man-Months and Obligations, CSS-633                                | Wash. Divisions and Commodity Offices               | Monthly   | 71-FI  |
| FI-51R                 | Quarterly Report of U. S. Savings Bond Deductions                            | Denver and Wash. FI Field Offices & Insular Offices | Quarterly | 83-FI; 89-FI                                     |
| FI-52P                 | Quarterly Report of U. S. Savings Bond Deductions                            | FI  | Quarterly | 83-FI; 89-FI; 7-AR-423                           |
| FI-55R                 | Report of Appropriated Fund Transactions, CSS-459                            | State & Insular Offs.                               | Monthly   | 80-FI; 85-FI                                     |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

| Reports Control Number | Title   | Prepared by                                   | Frequency | Authority                     |
|------------------------|---|---|-----------|-------------------------------|
| FI-56R                 | Report of Deposit Fund Account Transactions, CSS-460  | State & Insular Offices                       | Monthly   | 80-FI; 85-FI                  |
| FI-57R                 | Report of Trust Fund Receipt, General Fund Receipt and Lapsed Appropriation (M) Accounts, CSS-461 | State & Insular Offices                       | Monthly   | 80-FI; 85-FI                  |
| FI-63R                 | Special, Trust and General Fund Receipts  | Commodity Offs.                               | Annually  | June 30 Closing Instruction   |
| FI-64R                 | Annual Report on Travel   | Denver & Wash. FI Field Offs. & Insular Offs. | Annually  | 85-FI; 94-FI                  |
| FI-66R                 | Monthly Allotment Ledger Summaries by Appropriation and/or Limitation                             | Denver & Wash. FI Field Offs.                 | Monthly   | 91-FI; 94-FI                  |
| FI-69R                 | Statement of Allotment Transactions, CSS-581  | State & Insular Offices                       | Monthly   | 80-FI; 85-FI                  |
| FI-71P                 | Consolidated Man-Months Summary   | FI  | Monthly   | 71-FI                         |
| FI-73R                 | Annual Summary of Retirement Fund Transactions, SF-2807-2, Rev.                                   | Wash. & Denver FI Field Offs. Insular Offs.   | Annually  | 83-FI; 89-FI                  |
| FI-74P                 | Annual Summary of Retirement Fund Transactions, SF-2807-2, Rev.                                   | FI  | Annually  | 83-FI; 89-FI; 91-FI; 7-AR-369 |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

| Reports Control Number | Title  | Prepared by          | Frequency | Authority               |
|------------------------|--|----------------------|-----------|-------------------------|
| FI-83R                 | Status Report on Claims by and Against CCC of \$20,000 or more, CCC-249    | Commodity Offs. & FI | Annually  | 55-FI                   |
| FI-84R                 | Report of Claims Activities by and Against CCC, CCC-208                    | Commodity Offs. & FI | Quarterly | 55-FI                   |
| FI-85R                 | Age Analysis of Claims on Hand, CCC-231                                    | Commodity Offs. & FI | Annually  | 55-FI                   |
| FI-86P                 | Consolidated Report of CCC Claims Activities                               | FI                   | Quarterly | 55-FI                   |
| FI-87P                 | Annual Report of CCC Claims Activities                                     | FI                   | Annually  | 55-FI                   |
| FI-88R                 | Report of Use of Contract Numbers  | TS; Commodity Divs.  | Monthly   | 433-1                   |
| FI-89P                 | Report of Status of CCC Claims in Excess of \$20,000                       | FI                   | Annually  | 55-FI                   |
| FI-91P                 | Active and Announced Price Support Programs Approved by Board of Directors | FI                   | Monthly   |                         |
| FI-94R                 | Monthly Estimate of Cash Receipts and Disbursements                        | Commodity Offs.      | Monthly   | 17-FI                   |
| FI-95P                 | Monthly Estimate of Cash Receipts and Disbursements                        | FI                   | Monthly   | Inst. from Treas. Dept. |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

| Reports Control Number | Title   | Prepared by       | Frequency              | Authority                |
|------------------------|---|-------------------|------------------------|--------------------------|
| FI-98P                 | Loans Made on Selected Commodities by States  | FI                | Semi-Annually          | Request from AMS         |
| FI-99P                 | Loans Made to Cooperative Associations by Calendar Year   | FI                | Annually               | Request from AMS         |
| FI-100P                | Tables on Loan and Purchase Activity of the CCC on a Calendar Year Basis for Inclusion in Agricultural Statistics | FI                | Annually               | Request from AMS         |
| FI-101P                | Loans Made from Organization and Loans Outstanding by Commodity Programs (CCC)                                    | FI                | Semi-Annually          | Request from AMS         |
| FI-102P                | CCC Loans Made During Calendar Year and Loans Outstanding   | FI                | Annually               | Request from AMS         |
| FI-103R                | Weekly Estimate of Cash Receipts and Disbursements  | Commodity Offices | Weekly                 | 17-FI                    |
| FI-104P                | Weekly Estimate of Cash Receipts and Disbursements  | FI                | Weekly                 | Treas. Dept. Instruction |
| FI-110P                | CCC Charts and Tables Providing a Graphic Summary of Operations   | FI                | Quarterly and Annually | Request of Administrator |
| FI-111P                | Price Support and Related Operations (commodity surveys)  | FI                | Varies                 | Request of Administrator |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

| Reports Control Number | Title  | Prepared by                          | Frequency                                   | Authority               |
|------------------------|--|--------------------------------------|---|-------------------------|
| FI-112R                | Annual Report of County Office Debts By Age, CSS-139   | State Offs.                          | Annually                                    | FI-444;<br>54-FI        |
| FI-113P                | Annual Report of County Office Debts by Age  | FI                                   | Annually                                    | 55-FI                   |
| FI-117R                | Leased Wire Advices  | Federal Reserve Banks & Branch Banks | Daily                                       | 8-FI                    |
| FI-120P                | Receipts and Disbursements by Federal Reserve Bank Districts   | FI                                   | Daily                                       | Request of Treas. Dept. |
| FI-134R                | Estimated Losses, CCC-277  | Wash. Commodity Divs.                | Quarterly                                   | Quarterly FI Memo       |
| FU-145R                | Analysis of Account 7702   | Commodity Offices                    | Monthly                                     | 17-FI                   |
| FI-146P                | Report of Cash Transactions U. S. Government Corporation   | FI                                   | Monthly                                     | Treasury Circular #940  |
| FI-151R                | Special Report on Commercial Facilities Suspected of Irregularities in Storage of CCC-Owned Commodities - CCC Form-508 | Commodity Offices                    | Narrative Quarterly;<br>CCC Form 508 Varies | 55-FI                   |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

| Reports Control Number | Title   | Prepared by                                  | Frequency     | Authority                  |
|------------------------|---|--|---------------|----------------------------|
| FI-152R                | Trial Balance on Certificates of Interest   | Chicago Federal Reserve Bank                 | Monthly       | 564-4                      |
| FI-153R                | Report of State Office Claims Activities, CCC-317   | Commodity Offs.                              | Semi-annually | 55-FI                      |
| FI-154R                | Age Analysis of State Office Claims, CCC-318  | Commodity Offs.                              | Annually      | 55-FI                      |
| FI-157R                | Report of New or Reopened Claims, CCC-321   | Wash. Divisions                              | Varies        | 55-FI                      |
| FI-163R                | Man-Months, Employment and Obligations by Object Class & Program CSS-633-3                | State & Insular Offices                      | Monthly       | 72-FI                      |
| FI-167R                | Purchase or Sales Abstract and Availability Records, CSS-76                               | Wash. Commodity Divs. & Commodity Offices    | Irregular     | 715-2                      |
| FI-168R                | Checklist of Abstracts and Related Documents Issued                                       | Wash. Commodity Divs. & Commodity Offices    | Weekly        | 715-2                      |
| FI-169R                | Analysis of Cost of Financing - Title I, P. L. 480, CCC Form 332                          | Commodity Offices                            | Monthly       | 17-FI                      |
| FI-170R                | Statement of Receipts and Disbursements   | Denver FI Field Office                       | Monthly       | FI Memo 7-9-54             |
| FI-171R                | Statements of Disbursements and Collections Accomplished by Disbursement Officers, CSS-36 | ASC State & Insular Offices; Commodity Offs. | Monthly       | 80-FI; 87-FI; 85-FI; 88-FI |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

| Reports Control Number | Title                                       | Prepared by   | Frequency                                       | Authority             |
|------------------------|---|---|---|-----------------------|
| FI-172R                | Annual Insurance Participation              | Wash. & Denver FI Field Offs; Hawaii & Puerto Rico    | Annually  | 83-FI; 89-FI          |
| FI-173P                | Annual Insurance Participation              | FI  | Annually  | 89-FI; 7-AR-425.9     |
| FI-174R                | Report of Cash Transactions                 | New Orleans Commodity Office                          | Monthly   | FI Memo 2-14-55       |
| FI-175P                | Report of Title I Operations (P. L. 480)    | FI  | Weekly or as Program Activity warrants          |                       |
| FI-176P                | Report of Title II Operations, (P. L. 480)  | FI  | Weekly or as Program Activity warrants          |                       |
| FI-179P                | Analysis of P. L. 480, Title I Transactions | FI  | Monthly   | B & F Request 1-24-55 |
| FI-182R                | Listing of Installations                    | Wash. & Denver FI Field Offs.; Puerto Rico & Hawaii   | Initial Submission Supp. Rpts. as changes occur | 83-FI; 89-FI          |
| FI-183R                | Report of Federal Employment and Wages      | Wash. & Denver FI Field Offs.; Puerto Rico and Hawaii | Quarterly                                       | 83-FI; 89-FI          |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

| Reports Control Number | Title  | Prepared by   | Frequency | Authority                  |
|------------------------|--|---|-----------|----------------------------|
| FI-189P                | Report to Foreign Agric. Service of Expenditures from International Co-operation Administration Funds                          | FI  | Monthly   | Memo from FAS              |
| FI-190P                | Certification of Unliquidated and Unobligated Balances of Appropriated Funds - Sec. 1311                                       | FI  | Annually  | 91-FI; 6-AR-383            |
| FI-191R                | Statement of Over-expended Allotments  | Denver & Washington FI Field Offices                            | AS Needed | 94-FI                      |
| FI-192P                | Appropriation Summary Report of Participating Agencies Financial Activity Charged Against ICA Symbol 72 Allocations (ICA-7-20) | FI  | Monthly   | Request from ICA           |
| FI-202R                | Wire Report of Soil Bank Payments  | Commodity Offices   | Monthly   | DAO Memo 8-29-57           |
| FI-203P                | Status of Active Exchange Contracts  | FI  | Monthly   | Div. Instruction           |
| FI-209R                | Annual Certified Report of Unliquidated Obligations, Form CSS-607  | Washington Divisions & Commodity Offs.; State & Insular Offices | Annually  | 71-FI; 72-FI; 87-FI; 80-FI |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

| Reports Control Number | Title  | Prepared by   | Frequency            | Authority                 |
|------------------------|--|---|----------------------|---------------------------|
| FI-210P                | Statement of Funded Checking Account and Report of Checks Drawn on Treasurer of the U.S., SF-1178                                | FI  | Monthly              | Treas. Dept. CP&R Memo #3 |
| FI-211P                | Recapitulation of Block Control Level Totals of Checks Issued, SF-1179   | FI  | Monthly              | Treas. Dept. CP&R Memo #3 |
| FI-212R                | Quarterly and Annual Reports of Cumulative Obligations and Man-Months for Prior Fiscal Year Allotments, Forms CSS-633, CSS-633-3 | Washington Divisions & Commodity Offices; State & Insular Offs. | Quarterly & Annually | 71-FI; 72-FI              |
| FI-213R                | Report of Accomplished Soil Bank Program Collections   | State Offs.   | Monthly              | 2-SB; 7-SB(58)            |
| FI-215R                | Frequency Distribution Report  | Kansas City, New Orleans & Evanston Commodity Offices           | Annually             | 17-FI                     |
| FI-216P                | Trial Balances, CSS-9 and Transcript of Accounts 311 and/or 312 (Administrative and Program)                                     | FI  | Monthly              | 91-FI                     |
| FI-217P                | Post Closing General Ledger Trial Balances   | FI  | Annually             | 91-FI                     |
| FI-218P                | Allotment Ledger Summary   | FI  | Monthly              | 91-FI                     |
| FI-220P                | Report of Reimbursements   | FI  | Monthly              | 91-FI                     |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

| Reports Control Number | Title  | Prepared by                                    | Frequency               | Authority            |
|------------------------|--|--|-------------------------|----------------------|
| FI-222R                | Report of CCC Loans, Comm. Cred. Corp. Form 420                        | Kansas City and Evanston Commodity Offices     | Monthly                 | 17-FI                |
| FI-223R                | Certificate of Interest Transactions                                   | Kansas City and Evanston Commodity Offices     | Monthly & Semi-Annually | 17-FI                |
| FI-224P                | Payments to Producers Participating in Acreage Reserve Program         | FI   | Quarterly               | Division Requirement |
| FI-225P                | Payments Under Contracts With Producers - Conservation Reserve Program | FI   | Monthly                 | Division Requirement |
| FI-226P                | Status Report - Barter Contracts                                       | FI   | Quarterly               | GSA Memo 8-20-58     |
| FI-227P                | Unit Values of CCC Materials Held in Inventory                         | FI   | Quarterly               | GSA Memo 9-26-58     |
| FI-229P                | Annual Report of Bonding Activity                                      | FI   | Annually                | 7-AR-144             |
| FI-230R                | Report of Unpaid Claims Chargeable to Lapsed Appropriation Balances    | State & Insular Offices                        | Annually                | 80-FI                |
| FI-231R                | Report of Emergency Feed Program Claims                                | Designated State Offices                       | Semi-Annually           | 54-FI                |
| FI-232R                | Annual Report on Communications Services                               | Insular Offices; Wash. & Denver FI Field Offs. | Annually                | 85-FI; 94-FI         |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FISCAL DIVISION (Con.)

| Reports Control Number | Title  | Prepared by  | Frequency          | Authority          |
|------------------------|--|--|--------------------|--------------------|
| FI-233R                | Report of Sales Under Credit Approvals   | Commodity Offs.  | As Sales Made      | DAO Memo 11-28-58  |
| FI-234R                | Payments in Excess of \$50,000   | Commodity Offs.  | Monthly            | 17-FI              |
| **-FI-235P             | Payment in Kind Export Certificate Transactions  | FI   | Monthly & Annually | FI & GSM Agreement |
| FI-236R                | Statements Required Only as of June 30   | Commodity Offs.  | Annually           | 17-FI              |
| FI-237R                | Storage & Handling Charges on Grain Commodities  | Evanston, K.C., Mpls., Dallas, & Portland Comm. Offices        | Monthly & Annually | 17-FI              |
| FI-238P                | Annual Report of CCC Warehouse Shortage & Deterioration Cases  | FI   | Annually           | 55-FI              |
| FI-239P                | Report of CCC Claims Activities in State Offices   | FI   | Semi-Annually      | 55-FI              |
| FI-240P                | Report of Emergency Feed Program Claims  | FI   | Semi-Annually      | 55-FI              |
| FI-241P                | Summary of Barter Transactions for Strategic and Critical Materials for National and Supplemental Stockpiles | FI   | Semi-Annually      | GSA Memo 1-5-59    |
| FI-242R                | Oldest Crop Year Price Support Inventories   | Evanston, Dallas, K. C., Mpls., and Portland Commodity Offices | Quarterly          | Quarterly FI Wires |

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FOOD AND MATERIAL DIVISION

| Reports Control Number         | Title   | Prepared by                                 | Frequency                          | Authority                                    |
|--------------------------------|---|---|------------------------------------|--|
| MA-1R                          | Quarterly Report Under Defense Production Act                       | Defense Planning Committees                 | Quarterly                          | FM Memo 4-4-57                               |
| MA-7P                          | Fertilizer Situation  | FM  | Annually                           | Division Instruction                         |
| MA-9P                          | Stockpile Report to the Congress                                    | FM  | Semi-Annually                      | Periodic Requests From ODM                   |
| FM-11P                         | Agriculture's Defense Activities                                    | FM  | Quarterly<br>3 Quarters & Annually | Section 712(b)<br>P.L. 774,<br>81st Congress |
| FM-12P                         | The Pesticide Situation   | FM  | Annually                           | Division Instruction                         |
| *--FM-13R<br>(Formerly AS-52R) | Report on Issuance of FCDA Identification Cards and Vehicle Markers | Commodity Offices; Designated State Offices | Semi-Annually                      | DAO Memo 6-3-55<br>DAPA Memo 5-20-58         |
| FM-14P<br>(Formerly AS-53P)    | Report on Issuance of FCDA Identification Cards and Vehicle Markers | FM  | Semi-Annually                      | Personnel Memo 5-4-55<br>--*                 |

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## FRUIT AND VEGETABLE DIVISION - AMS

| Reports Control Number | Title   | Prepared By                         | Frequency      | Authority                 |
|------------------------|---|-------------------------------------|----------------|---------------------------|
| FV-76R                 | Report of Shipping Instructions Issued on Canned Fruits and Vegetables, Sec. 6 School Lunch Program | Cincinnati & Portland Comm. Offices | Weekly         | Memo from Richards 8-1-54 |
| FV-77R                 | Report on Irish Potato Starch and Flour Diversion Program   | Designated State Offices            | Weekly         | 724(Potatoes)-3           |
| FV-78R                 | Weekly Purchase Report  | State Offices                       | Weekly         | 724(FV)-1                 |
| FV-79R                 | Final Purchase Report   | State Offices                       | End of Program | 724(FV)-1                 |
| FV-80R                 | Weekly Operations Report - Irish Potato Livestock Feed Diver- sion Program                          | Designated State Offices            | Weekly         | 724(Potatoes)-4           |

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## GENERAL SALES MANAGER

| Reports Control Number | Title   | Prepared by   | Frequency | Authority             |
|------------------------|---|---|-----------|-----------------------|
| GSM-1R                 | Monthly Report of CCC Export Sales in Excess of \$100,000, CCC Form 367   | Wash. Commodity Divisions and Commodity Offs.               | Monthly   | 1-SM                  |
| GSM-2R                 | Monthly Report of Commercial Wheat Export Sales Under CCC Payment in Kind Program and Commercial Flour Export Sales Under CCC Cash Payment Program in Excess of \$100,000 | GR  | Monthly   | 1-SM                  |
| GSM-3P                 | Progress Report on Orderly Liquidation of Commodities Held by CCC   | GSM   | Annually  | PL 540, 84th Congress |
| ---GSM-4R              | Outstanding Value of Feed Grain PIK Certificates  | Evanston, Portland, Dallas, Mpls., & K.C. Commodity Offices | Daily     | DAO Wire 9-17-59      |
| GSM-5R                 | PIK Certificate Redemption Prices for Rough Rice  | Dallas Commodity Office                                     | Weekly    | DAO Wire 5-17-60      |

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## GRAIN DIVISION

| Reports Control Number | Title   | Prepared by                    | Frequency                   | Authority                         |
|------------------------|---|--------------------------------|-----------------------------|-----------------------------------|
| GR-36R                 | Excess Non-Expendable Equipment and Granaries Owned by CCC                | State Offices                  | Annually                    | 7-GR                              |
| GR-37R                 | Monthly Report Based on CCC Grain Form 629                                | State Offices                  | Monthly                     | 9-GR                              |
| GR-39R                 | Quarterly Report of Storage Structures and Equipment                      | Commodity Offices              | Quarterly                   | 17-FI                             |
| GR-41R                 | List of Approved Warehouses (Grain (copy))                                | Commodity Offices              | Annually with Monthly Sups. | 17-GR                             |
| GR-42R                 | Leased Facilities   | Commodity Offices              | Quarterly                   | 669-1                             |
| GR-43R                 | CCC-Owned Commodities in CCC-Owned or Operated Structures                 | Commodity Offices              | Monthly                     | 669-1                             |
| GR-46P                 | Status of Storage Guarantee Agreement Applications                        | GR                             | Monthly                     | Division Requirement              |
| GR-48P                 | Report of Grain Bins on Hand  | GR                             | Quarterly                   | Board Request 2-12-52             |
| GR-61R                 | Report of Rental of CCC Grain Bins  | State Offices                  | Quarterly                   | 7-GR                              |
| GR-96R                 | Report on Marketing Quota Violations - (MQ-106-Grain)                     | State Offices                  | Semi-Annually               | 3-Wheat (Rev.1)<br>5-Rice (Rev.1) |
| GR-98R                 | State Estimates of Take-over and Reports of Purchase Agreement Deliveries | State Offices (Except Insular) | Varies                      | 14-GR                             |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## GRAIN DIVISION (Con.)

| Reports Control Number | Title  | Prepared by                             | Frequency                | Authority               |
|------------------------|--|---|--------------------------|-------------------------|
| GR-118R                | Sales of CCC-Owned Commodities   | State Offices                           | Weekly                   | 11-GR                   |
| GR-119R                | Bin Site Directory   | State Offices                           | Annually as changes made | 7-GR                    |
| GR-120R                | State Summary of Rice Acreage Data   | State Offices                           | Annually                 | 3-Rice<br>4-Rice        |
| GR-121R                | State Summary of New Producer Data and Total Acreage Allotted                            | State Offices                           | Annually                 | 3-Rice;<br>4-Rice       |
| GR-122R                | State Summary of County Data and Total Acreage Allotted to Producers on Regular Listings | State Offices                           | Annually                 | 3-Rice;<br>4-Rice       |
| GR-124R                | 19__ Wheat Compliance and Diversion Report, CSS-525                                      | Designated State Offices                | Annually                 | 2-Wheat                 |
| GR-125R                | Reserve Fleet Daily Report of General Conditions   | Evanston and Portland Commodity Offices | Daily                    | 13-GR                   |
| GR-126R                | Reserve Fleet Vessel Cyclical Report   | Evanston and Portland Commodity Offices | Monthly                  | 13-GR                   |
| GR-132R                | 19__ Wheat Listing Sheet State Summary and Related Data                                  | Designated ASC State Offices            | Annually                 | 2-Wheat;<br>2-Wheat(61) |
| GR-134R                | Grades of Corn Withdrawn from Bin Sites  | Designated State Offices                | Monthly                  | 9-GR                    |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## GRAIN DIVISION (Con.)

| Reports Control Number | Title   | Prepared by   | Frequency | Authority        |
|------------------------|---|---|-----------|------------------|
| GR-135R                | Grain Commodity Dispositions and Stocks Positions                               | Portland, Dallas, K.C., Evanston, and Minneapolis Commodity Offices | Weekly    | 639(Grain 59)-1  |
| GR-139R                | Frequency Distribution of Farms by Size of Acreage, CSS-527 and CSS-527-1       | Designated State Offices  | Annually  | 2-Wheat          |
| GR-141R                | Report of Market Prices and Other Market Information                            | Evanston Dallas, K.C., Minneapolis and Portland Comm. Offices       | Daily     | 704(Wheat)-1     |
| GR-142R                | Cumulative Report of Commodity Loan Activity, CCC-388, CCC-416                  | Kansas City & Evanston Comm. Offices                                | Monthly   | 19-GR            |
| GR-143R                | Cumulative Report of Purchase Agreement Activity CCC-396, CCC-416               | Kansas City & Evanston Comm. Offices                                | Monthly   | 19-GR            |
| GR-145R                | List of Deficient Houses-Occupancy Contracts                                    | Commodity Offices   | Monthly   | 663(Grain)-3     |
| GR-146R                | Feed Wheat Application Data   | State Offices   | Annually  | 3-Wheat (Rev. 1) |
| GR-147R                | Number and Capacity of Facilities Approved Under CCC Uniform Storage Agreements | Evanston, K.C. Minn., Dallas & Portland Comm. Offices               | Quarterly | 17-GR            |
| GR-148R                | Wheat Farm Acreage Data - "New" Commercial Wheat States                         | State Offices   | Annually  | 4-Wheat          |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## GRAIN DIVISION (Con.)

| Reports Control Number | Title   | Prepared by        | Frequency | Authority            |
|------------------------|---|--------------------|-----------|----------------------|
| *--GR-149R             | 19 State Summary of Wheat History Acreage                 | State Offices      | Annually  | 2-Wheat              |
| GR-150R                | Grain Inventory Report                                    | State Offices      | Weekly    | 8-GR                 |
| GR-152R                | Cumulative Report of Texas Flaxseed Purchase Program      | Texas State Office | Monthly   | 23-GR(60)            |
| GR-153R                | Frequency Distribution of 19 Farm Rice Acreage Allotments | State Offices      | Annually  | 3-Rice;<br>4-Rice    |
| GR-154R                | State Summary of County Rice Yield Data                   | State Offices      | Annually  | 3-Rice;<br>4-Rice--* |

## REPORTS CONTROL HANDBOOK

EXHIBIT 1-Q

9-DS

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## INFORMATION DIVISION

| Reports Control Number | Title   | Prepared by | Frequency | Authority                          |
|------------------------|---|-------------|-----------|------------------------------------|
| IF-10P                 | Information Purchase Report                       | IF          | Irregular |                                    |
| IF-11P                 | Information Sales Report                          | IF          | Irregular |                                    |
| IF-12P                 | Report of the President of the Comm. Credit Corp. | IF          | Annually  | 15 U.S.C.<br>714K-62<br>Stat. 1073 |

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## REPORTS CONTROL HANDBOOK

EXHIBIT 1-R

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## INTERNAL AUDIT DIVISION

| Reports Control Number | Title   | Prepared by              | Frequency | Authority |
|------------------------|---|--------------------------|-----------|-----------|
| IA-1R                  | Report of Man-Months Applied                                      | IA-Wash. & Field Offices | Monthly   | Internal  |
| IA-2R                  | Monthly Report of Audit Activities                                | IA-Wash. & Field Offices | Monthly   | Internal  |
| IA-5R                  | Audit Report Transmittal Form CSS-128                             | IA-Wash. & Field Offices | Irregular | Internal  |
| IA-9R                  | Estimated Number of Audit Reports to be Released During the Month | IA-Wash. & Field Offices | Monthly   | Internal  |
| IA-12R                 | Report of Change in Personnel                                     | Area Audit Offices       | Irregular | Internal  |
| IA-14P                 | Monthly Travel Report   | AU                       | Irregular | Internal  |
| IA-15R                 | Report of Man-Months and Obligations, CSS-633                     | Area Audit Offices       | Monthly   | Internal  |
| IA-17P                 | Status of Uncleared Audit Reports                                 | AU                       | Monthly   | 1-AU      |

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## LIVESTOCK AND DAIRY DIVISION

| Reports Control Number | Title  | Prepared by                               | Frequency                                    | Authority             |
|------------------------|--|---|--|-----------------------|
| LD-28R                 | Daily Teletype Report of Dairy Products Purchased by Commodity Offices   | Commodity Offices                         | Daily  | Program Authorization |
| DA-29P                 | Weekly Report of Dairy Products Disposed of Under Price Support Programs | LD  | Weekly                                       | Division Instructions |
| DA-31P                 | Daily Report of Dairy Products Purchased Under Price Support Program     | LD  | Daily  | Division Instruction  |
| DA-33P                 | Purchases and Sales of Dairy Products by U. S. Department of Agriculture | LD  | Quarterly                                    | Division Instruction  |
| LD-44R                 | Merchandising List of Dairy Products                                     | Cincinnati and Portland Commodity Offices | Monthly - Cincinnati<br>Quarterly - Portland | Memo<br>7-23-58       |
| LD-47R                 | Register of Applications for Payment                                     | County Offices                            | Monthly                                      | 1-LD<br>2-LD          |
| LD-50R                 | Recapitulation Report of Wool Promotion Fund Deductions                  | State Offices                             | Twice Yearly                                 | 1-LD                  |
| LD-51P                 | Summary of Reports of Wool Payments                                      | LD  | Varies                                       | 1-LD                  |
| LD-52R                 | Commercial Sales of Dairy Products at Announced Prices                   | Cincinnati and Portland Commodity Offices | Daily  | 732(Dairy)-1          |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## LIVESTOCK AND DAIRY DIVISION (Con.)

| Reports Control Number | Title  | Prepared by                               | Frequency    | Authority            |
|------------------------|--|---|--------------|----------------------|
| LD-53R                 | Summary of Inventory Holdings  | Cincinnati Commodity Office               | Semi-monthly | Memo 7-23-58         |
| LD-54R                 | Claims Settlements of Dairy Products Resulting in Inventory Reductions | Cincinnati and Portland Commodity Offices | Varies       | DAO Wire 11-14-58    |
| *--LD-56R              | Sales of Dairy Products by Country of Destination                      | Cincinnati and Portland Comm. Offices     | Monthly      | DAO Memo 1-15-60 --* |

## REPORTS CONTROL HANDBOOK

EXHIBIT 1-T

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## OILS AND PEANUT DIVISION

| Reports Control Number | Title  | Prepared by                 | Frequency        | Authority              |
|------------------------|--|-----------------------------|------------------|------------------------|
| OP-2P                  | Opening Market Quotations                                      | OP                          | Daily            | Division Instruction   |
| OP-22R                 | Cumulative Inventory Report, CCC Peanut Forms 24A, 24B and 24C | 3-Peanut Associations       | Biweekly         | OP Instruction 10-1-57 |
| OP-42R                 | Peanut Marketing Quota Producer Violations MQ-106 (Peanuts)    | State Offices               | Quarterly        | 1-OP                   |
| OP-60R                 | Report of Recommended New Farm Allotments                      | State Offices               | Annually         | 1-OP                   |
| OP-68R                 | Report of Commodities Stored in Warehouses as of End of Month  | Commodity Offices           | Monthly          | 650-3                  |
| OP-70P                 | 19 Crop Peanut Support Activities                              | OP                          | Varies           | OP Operation           |
| OP-74R                 | State Allotment Summary  | State Offices               | Annually         | 1-OP                   |
| OP-75R                 | Estimate of Forms Requirements                                 | State Offices               | Annually         | 1-OP                   |
| OP-76R                 | State Summary of County Normal Yield                           | State Offices               | Annually         | 1-OP                   |
| OP-77R                 | Cottonseed-Cottonseed Oil Program Activity Report              | New Orleans Commodity Offs. | Weekly & Monthly | DAO Memo 12-3-58       |
| ***OP-78R              | Shelled Peanut Inventory                                       | Dallas Comm. Office         | Monthly          | DAO Memo 2-24-59--*    |



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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## \*-- OPERATIONS ANALYSIS STAFF

| Reports Control Number      | Title                                       | Prepared by                          | Frequency    | Authority                             |
|-----------------------------|---|--------------------------------------|--------------|---------------------------------------|
| OA-1R<br>(Formerly PM-58R)  | Report on Management Improvement Activities | Washington Offices & Commodity Offs. | Varies       | DAO Memos- 6-27-58; 9-22-59; 12-31-59 |
| OA-2P<br>(Formerly PM-59P)  | Report on Management Improvement Activities | OA                                   | Semiannually | Sec. Memo 1424                        |
| OA-3R<br>(Formerly FI-197R) | Progress Report - Mechanization             | Commodity Offices                    | Quarterly    | 124-1--*                              |



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## PERSONNEL MANAGEMENT DIVISION

| Reports Control Number | Title   | Prepared by   | Frequency | Authority         |
|------------------------|---|---|-----------|-------------------|
| PM-1R                  | Annual Report on Total Number of Paid Civilian Employees at Each Basic Rate of Compensation | PM Field Office; Commodity Offices; Caribbean Area Office | Annually  | 11-PM             |
| PM-2P                  | Annual Report on Total Number of Paid Civilian Employees at Each Basic Rate of Compensation | PM  | Annually  | 8AR1335           |
| PM-3P                  | Monthly Report of Federal Civilian Employment, SF-113                                       | PM  | Monthly   | 8AR1332           |
| PM-5P                  | Annual Report on Geographic Distribution of Federal Employees                               | PM  | Annually  | 8AR1336           |
| PM-6R                  | Annual Report on Geographic Distribution of Federal Employees                               | PM Field Office; Commodity Offices; Caribbean Area Office | Annually  | 11-PM             |
| PM-10R                 | Length of Service Awards  | PM Field Office; Commodity Offices; Caribbean Area Office | Annually  | 11-PM             |
| PM-11P                 | Length of Service Awards  | PM  | Annually  | 8AR2433           |
| PM-14P                 | Annual Report of Cooperating and Collaborating Personnel                                    | PM  | Annually  | 11-PM;<br>8AR1344 |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## PERSONNEL MANAGEMENT DIVISION (Con.)

| Reports Control Number | Title   | Prepared by   | Frequency            | Authority                          |
|------------------------|---|---|----------------------|------------------------------------|
| PM-15R                 | Monthly Report of Persons Who Have Retired During the Month                                   | PM Field Office; Commodity Offices; Caribbean Area Office | Monthly              | 11-PM                              |
| PM-16P                 | Monthly Report of Persons Who Have Retired During the Month                                   | PM  | Monthly              | 8AR1342                            |
| PM-22R                 | Report on Operation of the Awards Program   | All Wash. Divs. & Offs; All Field Offices                 | Semiannually         | 7-PM                               |
| PM-28P                 | Report of Incentive Awards Program  | PM  | Quarterly & Annually | OP Memo P-1012 Rev., 8AR2443; 7-PM |
| PM-31P                 | Quarterly Report of Cash Awards   | PM  | Quarterly            | OP Memo P-1012                     |
| PM-32R                 | Teletype Report on Obligations and Man-Months   | PM Field  | Monthly              | PM Memo                            |
| PM-34R                 | Monthly Report of Federal Civilian Employment SF-113  | PM Field Office; Commodity Offs.; Caribbean Area Office   | Monthly              | 11-PM                              |
| PM-39P                 | Report of Positions Occupied by Retention Group III Employees in Washington Metropolitan Area | PM  | Monthly              | 11-PM; 8AR1357                     |
| PM-41R                 | Annual Report of Personnel for Whom Dept. of State is Holding Foreign Decorations             | PM Field Office; Commodity Offices; Caribbean Area Office | Annually             | 11-PM                              |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## PERSONNEL MANAGEMENT DIVISION (Con.)

| Reports Control Number | Title   | Prepared by   | Frequency                   | Authority                   |
|------------------------|---|---|-----------------------------|-----------------------------|
| PM-42P                 | Annual Report of Personnel for Whom Dept. of State is Holding Foreign Decorations | PM  | Annually                    | 8AR1350-1352                |
| PM-43R                 | Report of Position Incumbents for Official Register (Form CS-115A)                | PM Field Office; Commodity Offices; Caribbean Area Office | Annually                    | 11-PM                       |
| PM-44P                 | Report of Position Incumbents for Official Register (Form CS-115A)                | PM  | Annually                    | Civil Service Comm. Request |
| PM-45R                 | Report on Survey of Accuracy of Position Descriptions                             | PM Field Office; Commodity Offices; Caribbean Area Office | Annually                    | 11-PM                       |
| PM-46P                 | Report on Survey of Accuracy of Position Descriptions                             | PM  | Annually                    | 8AR105c                     |
| PM-47R                 | Report on Sensitive Positions   | PM Field Office; Commodity Offices; Caribbean Area Office | Semimonthly                 | 11-PM                       |
| PM-48P                 | Report on Sensitive Positions   | PM  | Semimonthly                 | 8AR2355                     |
| PM-50R                 | Health Service Report   | Commodity Offices   | Monthly                     | 8-PM                        |
| PM-53R                 | Report of Membership - CSS Incentive Awards Committee                             | All Wash.Div. & Offices; all Field Offices                | Annually & as changes occur | 7-PM                        |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## PERSONNEL MANAGEMENT DIVISION (Con.)

| Reports Control Number | Title  | Prepared by   | Frequency    | Authority                 |
|------------------------|--|---|--------------|---------------------------|
| PM-54P                 | Quarterly Accident Summary (AD-135)                  | PM  | Quarterly    | 8AR1822c7                 |
| PM-55P                 | Report of Separated Career Employee Program          | PM  | Monthly      | 11-PM;<br>8AR993          |
| PM-56P                 | Report of Delegated Personnel Authority              | PM  | Annually     | 11-PM;<br>8AR331          |
| PM-57P                 | Annual Report of Incumbents in Super-Grade Positions | PM  | Annually     | 11-PM;<br>8AR1358-1359.50 |
| ---PM-60R              | Current Position Charts                              | PM Field Office; Commodity Offices; Caribbean Area Office | Semiannually | DAO Memo 6-12-59          |
| PM-61R                 | Report on Outside Training Completed                 | Wash. Offices & Divisions; State & Commodity Offices      | Annually     | 6-PM                      |
| PM-62P                 | Report on Outside Training Completed                 | PM  | Annually     | 8AR1506--*                |

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## SOIL BANK DIVISION

| Reports Control Number | Title  | Prepared by                  | Frequency      | Authority                    |
|------------------------|--|------------------------------|----------------|------------------------------|
| SB-14P                 | Conservation Reserve Program of the Soil Bank-Statistical Summary      | SB                           | Annually       | Agr. Act of 1956 (Sec. 108c) |
| SB-15R                 | Violation Report - Acreage Reserve, Form CSS-844(SB)                   | State Offices                | Quarterly      | 7-SB(58)                     |
| SB-17R                 | Violations Report - Conservation Reserve, Form CSS-851                 | State Offices                | Quarterly      | Notice SB-136                |
| *--SB-18R              | Conservation Reserve Progress Reports                                  | New Orleans Commodity Office | Varies         | DAO Memo 11-13-59            |
| SB-19R                 | Report of Conservation Reserve Practice Payments by Types of Practices | New Orleans Commodity Office | 3 Times a Year | DAO Memo 12-2-59--*          |



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## SUGAR DIVISION

| Reports Control Number | Title  | Prepared by                       | Frequency | Authority              |
|------------------------|--|-----------------------------------|-----------|------------------------|
| SU-1R                  | Summary of Sugar Programs  | State Offices & Puerto Rico       | Annually  | 2-SU;<br>4-SU;<br>5-SU |
| SU-2R                  | Monthly Report of Draw-back Allowances, SU-19  | Collectors of Customs             | Monthly   | Letter Dec. 1948       |
| SU-23R                 | Sugar Receipts and Inventory Reports, Summary of SU-62 and SU-62A  | Bureau of Census                  | Annually  | Letter July, 1954      |
| SU-26P                 | Certification of New York Coffee & Sugar Exchange Daily Prices of Raw Sugar (Duty Paid Basis, Delivered, New York) | SU                                | Weekly    | Initiated Oct. 1948    |
| SU-31P                 | Summary of Sugar Act Payment Data  | SU                                | Annually  | Initiated 1938         |
| SU-32R                 | Sugar Beet Marketing Report, SU-107  | State Offices                     | Annually  | 2-SU                   |
| SU-34R                 | Recapitulation of Final Manufacturing Reports of Sugarcane Factories by Crop Years                                 | Florida & Louisiana State Offices | Annually  | 4-SU                   |
| SU-36R                 | Recapitulation of Form SU-128 Showing Prices Paid for Sugarcane Delivered to Sugar Mills, _____ Crop               | Florida & Louisiana State Offices | Annually  | 4-SU                   |
| SU-37R                 | Manufacturing Report SU-151  | Puerto Rico                       | Annually  | 5-SU                   |
| SU-40R                 | Returns, Cost & Profits of Florida Sugarcane Producers & Raw Sugar Processors, _____ to _____ Crops                | SU                                | Varies    | Personal Contact       |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## SUGAR DIVISION (Con.)

| Reports Control Number | Title  | Prepared by                                    | Frequency               | Authority                       |
|------------------------|--|--|-------------------------|---------------------------------|
| SU-41R                 | Returns, Costs & Profits of Louisiana Sugarcane Producers & Raw Sugar Processors <u>to</u> <u>Crops</u>            | SU   | Varies                  | Personal Contact                |
| SU-42R                 | Returns, Costs, and Profits, of the Puerto Rican Sugar Industry, 19 <u>to</u> 19 <u>Inclusive</u>                  | SU   | Varies                  | Personal Contact                |
| SU-43R                 | Returns, Costs, & Profits, Sugar Beet Production <u>Crop</u> , Beet Sugar Processing, 19 <u>to</u> 19 <u>Crops</u> | SU   | Varies                  | Personal Contact                |
| SU-44R                 | Returns, Costs & Profits of the Hawaiian Sugar Industry, 19 <u>to</u> 19 <u>Crops</u>                              | SU   | Varies                  | Personal Contact                |
| SU-49R                 | Child Labor & Wage Claims Reports  | State Offices; Puerto Rico                     | Annually                | 2-SU;<br>4-SU;<br>5-SU          |
| SU-51P                 | Primary Sugar Distribution   | SU   | Weekly                  | Initiated 1942                  |
| SU-52R                 | Weekly Sugar Production Report   | Louisiana & Florida State Offices; Puerto Rico | Weekly - During Harvest | Letter Sept. 1947; Wire 5-22-58 |
| SU-59R                 | Annual Summary Report of Hawaiian Sugarcane Program Data   | Hawaii   | Annually                | 6-SU                            |
| SU-61P                 | Sugar Reports  | SU   | Monthly                 | Initiated May 1949              |
| SU-64R                 | Progress Report on Applications for Payment  | State Offices; Puerto Rico                     | Biweekly                | 2-SU; 4-SU;<br>5-SU             |

## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## SUGAR DIVISION (Con.)

| Reports Control Number | Title  | Prepared by                                   | Frequency                                       | Authority              |
|------------------------|--|---|---|------------------------|
| SU-67R                 | Wage Compliance Report   | Sugar Beet State Offices; Hawaii; Puerto Rico | Annually  | 2-SU;<br>6-SU;<br>5-SU |
| SU-68R                 | Prevailing Wage Rates Reports - Louisiana and Florida Cane   | Louisiana and Florida State Offices           | Semiannually - Florida;<br>Annually - Louisiana | 4-SU                   |
| SU-89R                 | Child Labor Report - Hawaiian Sugarcane  | Hawaii  | Annually  | 6-SU                   |
| SU-90R                 | Wage Claims Report - Hawaiian Sugarcane  | Hawaii  | Annually  | 6-SU                   |
| SU-93R                 | Progress Report on Applications for Payment - Hawaiian Sugarcane   | Hawaii  | Monthly   | 6-SU                   |
| SU-94R                 | Production of Sugar by Types as Reported on Forms SU-123 - By Factories - Louisiana                                    | Louisiana State Office                        | Annually  | SU Memo<br>2-26-57     |
| SU-95R                 | Recovery of 90° Raw Sugar & Other Data Taken From Forms SU-123 - By Factories - Louisiana                              | Louisiana State Office                        | Annually  | SU Memo<br>2-26-57     |
| SU-96R                 | Recapitulation of Final Trash Reports Company - Owned Sugarcane - Purchased Sugarcane & Total Sugarcane - By Factories | State Offices - (Sugarcane Area)              | Annually  | 4-SU                   |
| SU-97R                 | Production of Molasses & Syrup by Factories - Louisiana  | Louisiana State Office                        | Annually  | SU Memo<br>2-26-57     |

## SUGAR DIVISION (Con.)

| Reports Control Number | Title  | Prepared by                 | Frequency | Authority                       |
|------------------------|--|-----------------------------|-----------|---------------------------------|
| SU-98R                 | Production of Sugar by Types- Florida Mills                                      | Louisiana State Office      | Annually  | SU Memo 2-26-57                 |
| SU-99R                 | Production of Blackstrap Molasses - Florida Mills                                | Louisiana State Office      | Annually  | SU Memo 2-26-57                 |
| SU-100R                | Selling and Delivery Expenses on Sugar & Molasses (Virgin Islands & Puerto Rico) | Puerto Rico                 | Annually  | 5-SU                            |
| SU-102R                | Schedule Showing Method of Settlement to be Used by Puerto Rican Allottees       | Puerto Rico                 | Annually  | 5-SU                            |
| SU-103R                | Statement of Sugar Yield During Grinding Season - Puerto Rico                    | Puerto Rico                 | Annually  | 5-SU                            |
| SU-104R                | Gross Proceeds and Handling and Delivery Expenses on Raw Sugar                   | Hawaii                      | Annually  | SU Memo 4-15-57                 |
| SU-106R                | State Estimates of Take-Over (Two Reports)-Honey                                 | ASC State Offices           | Varies    | 7-SU                            |
| SU-109R                | List of Approved Abandonment and Deficiency Areas                                | State Offices & Puerto Rico | Annually  | 2-SU;<br>4-SU;<br>5-SU          |
| SU-110R                | Approved Prevented Acreage Summary   | State Offices               | Annually  | 2-SU                            |
| SU-111R                | Annual Fair Price Compliance Report  | State Offices & Puerto Rico | Annually  | 2-SU;<br>4-SU;<br>5-SU;<br>6-SU |

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## SUGAR DIVISION (Con.)

| Reports Control Number | Title  | Prepared by                     | Frequency | Authority |
|------------------------|--|---------------------------------|-----------|-----------|
| ---SU-112R             | Report on Redetermination of Shares Involving Improper Credit for Personal History & Copy of Check and Record Sheets | State Offices (Sugar Beet Area) | Varies    | 2-SU      |
| SU-113R                | Report of Honey Taken Over   | State Offices                   | Annually  | 7-SU--*   |



## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## TOBACCO DIVISION

| Reports Control Number | Title  | Prepared by           | Frequency                 | Authority            |
|------------------------|--|-----------------------|---------------------------|----------------------|
| TB-7R                  | Foreign Agriculture Service Reports, Naval Stores  | Agricultural Attaches | Annually and Semiannually | TB Memo 9-29-55      |
| TB-10R                 | Preliminary Allotment Data (Old and New Farms)   | State Offices         | Annually                  | 1-TB(60)<br>8-TB(59) |
| TB-11R                 | Final Allotment Data (Old and New Farms)   | State Offices         | Annually                  | 1-TB(60)<br>8-TB(59) |
| TB-12P                 | Yearly Report of Tobacco Acreage   | TB                    | Annually                  |                      |
| TB-13R                 | Production Data  | State Offices         | Annually                  | 5-TB                 |
| TB-14R                 | Harvested Acreage  | State Offices         | Annually                  | 5-TB                 |
| TB-15R                 | Across-State-Line Movement of Farm Tobacco   | State Offices         | Annually                  | 5-TB                 |
| TB-16P                 | Tobacco Production, Harvested Acreage of Tobacco, and Across-State-Line Movement of Tobacco            | TB                    | Annually                  |                      |
| TB-17R                 | Tobacco Marketing Quota Producer Violations MQ-106 (Tobacco))  | State Offices         | Quarterly                 | 5-TB                 |
| TB-18P                 | Quarterly Report on Tobacco Marketing Quota Violations & Penalties Collected                           | TB                    | Quarterly                 |                      |
| TB-19P                 | Review Committee Determinations on Producers' Appeals with Respect to Their Tobacco Acreage Allotments | TB                    | Annually                  |                      |

## TOBACCO DIVISION (Con.)

| Reports Control Number | Title  | Prepared by                                    | Frequency              | Authority             |
|------------------------|--|--|------------------------|-----------------------|
| TB-30R                 | Authorization to Issue Memoranda of Sale   | State Offices                                  | Annually               | 5-TB                  |
| TB-37R                 | Report of Loans and Redemptions Naval Stores   | American Turpentine Farmers Assoc. Cooperative | Irregular              | Loan Program          |
| TB-38R                 | Warehouse Inspection Report (Rosin)  | American Turpentine Farmers Assoc. Cooperative | Every 4 Weeks          | Loan Program          |
| TB-39R                 | Warehouse Inspection Report (Turpentine)   | American Turpentine Farmers Assoc. Cooperative | Every 4 Weeks          | Loan Program          |
| TB-55R                 | Tabulation of Buyers' Reports  | State Offices                                  | Annually               | 5-TB                  |
| TB-59R                 | 19__ Excess Acreage  | State Offices                                  | Annually               | 1-TB(60);<br>8-TB(59) |
| TB-61R                 | 19__ Acreage of Each Kind of Tobacco Devoted in 19__ to the Conservation Reserve Program | State Offices                                  | Annually               | 1-TB(60);<br>8-TB(59) |
| TB-62R                 | 19__ Net Allotted Acreage Preserved Pursuant to Section 377 of the Act                   | State Offices                                  | Annually               | 1-TB(60);<br>8-TB(59) |
| TB-64R                 | Size Breakdown of Allotments 19__  | State Offices                                  | Annually               | 1-TB(60);<br>8-TB(59) |
| TB-67R                 | Report on Discount Varieties of Flue Cured Tobacco Planted                               | Designated State Offices                       | Weekly (During Season) | 5-TB                  |

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## TOBACCO DIVISION (Con.)

| Reports Control Number | Title   | Prepared by              | Frequency | Authority |
|------------------------|---|--------------------------|-----------|-----------|
| *--TB-69R              | Report of Farm Sales of Discount Variety Flue-Cured Tobacco                     | State Offices            | Annually  | 5-TB      |
| TB-70R                 | Report of Handbook and Form Requirements for Future Years and Suggested Changes | State Offices            | Annually  | 5-TB      |
| TB-71R                 | Report of Burley Sales  | Designated State Offices | Annually  | 5-TB--*   |

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## REPORTS REQUIRED OR PREPARED BY WASHINGTON DIVISIONS AND OFFICES

## TRANSPORTATION AND STORAGE SERVICES DIVISION

| Reports Control Number | Title  | Prepared by                              | Frequency | Authority                       |
|------------------------|--|--|-----------|---------------------------------|
| TW-1P                  | Ocean Shipment or Release to Another Agency, Form ICA 11-9 (Ocean Freight Costs) | TS; Commodity Divisions                  | Irregular | 602-1                           |
| TW-3P                  | Cargo Space Booked   | TS                                       | Weekly    | ICA Request 10-10-50            |
| TW-10R                 | Report of Shipments Under P.L. 480 (Two Reports)                                 | N.O. Commodity Office; BA & LD Divisions | Biweekly  | T&SS Memo 3-9-55                |
| TW-11P                 | Report of Shipments Under P.L. 480   | TS                                       | Quarterly | Maritime Admin. Request 1-28-55 |



RECURRING REPORTS REQUIRED BY WASHINGTON  
OF ASC STATE AND/OR INSULAR OFFICES

| Reports Control Number                             | Title  | Frequency                | Authority    |
|--|--|--------------------------|--------------|
| <u>Deputy Administrator, Production Adjustment</u> |  |                          |              |
| DAPA-1R  | Report of Marketing Review Cases   | Annually                 | 2-PA         |
| DAPA-2R  | Acreage Performance Progress Report  | Semimonthly              | 1-PP         |
| DAPA-5R  | ASC County Committees  | Annually                 | 1-CA, Part 1 |
| DAPA-15R   | State Summary of Marketing Quota Referendum Ballots, MQ-8, and Number of Eligible Voters | Completion of Referendum | 1-PA         |
| DAPA-17R   | Premeasurement Progress Report   | Semimonthly              | 3-PP         |
| DAPA-18R   | Report on General Review of County Offices   | Annually                 | 1-SA         |

Administrative Services Division

|        |   |              |       |
|--------|---|--------------|-------|
| AS-23R | Report of Space Use, SF-123               | Annually     | 13-AS |
| AS-29R | Report of Records Holdings, CSS-392       | Biennially   | 2-AS  |
| AS-39R | Vehicle Operating Summary Record, CSS-82  | Annually     | 12-AS |
| AS-51R | Contract Printing Report, JCP Form 2 Rev. | Semiannually | 9-AS  |

| Reports Control Number                                  | Title   | Frequency | Authority             |
|---|---|-----------|-----------------------|
| <u>Agricultural Conservation Program Service (Con.)</u> |   |           |                       |
| ACP-12R   | Annual Statistical Report of the Agricultural Conservation Program, ACP-300<br>ACP-302, ACP-303 | Annually  | ACPS Handbook, Part 8 |
| ACP-18R   | Reports of Emergency F-4 Practices - 19__ - ACP   | Annually  | Notice ACP-339        |
| ---ACP-19R  | Allocation Control Progress Report, ACP-305   | Varies    | Notice ACP-451--*     |

Budget Division

|        |  |           |      |
|--------|--|-----------|------|
| BU-4R  | Summary of Expenditures, ASC County Committees, CSS-498  | Quarterly | 3-BU |
| BU-6R  | Budget Estimate and Operating Budget, CSS-194, 195, 140, 492, 614, 197   | Annually  | 3-BU |
| BU-7R  | Reconciliation of CSS-498 with Section 388 Allotment Ledger  | Annually  | 3-BU |
| BU-35R | Report on Visits of Investigators  | Irregular | 3-BU |
| BU-66R | Forms and Methods Used in Establishing County Office Allocations and Operating Budgets and Analyzing County Expenditures | Annually  | 3-BU |
| BU-93R | State Office Employment and Obligations, Section 388   | Monthly   | 3-BU |
| BU-96R | Determination of Agricultural Conservation Program Expenditures  | Annually  | 3-BU |

## RECURRING REPORTS - STATE AND INSULAR OFFICES (Con.)

| Reports Control Number        | Title  | Frequency                            | Authority                |
|-------------------------------|--|--------------------------------------|--------------------------|
| <u>Budget Division (Con.)</u> |  |                                      |                          |
| BU-97R                        | Forecast of ASC State Office Employment, CSS-196   | Annually<br>(Revisions as Necessary) | 3-BU                     |
| ***BU-101R                    | Determination and Certification of Total Funds Available for Conservation Materials and Services, Cash Payments and Requests for Allotment Advice Adjustments, ACP-252 | As Needed                            | 3-BU--*                  |
| <u>Cotton Division</u>        |  |                                      |                          |
| CN-28R                        | Report of Cottonseed Purchase Program, Cottonseed Purchase Form 6  | Weekly                               | 10-CN                    |
| CN-76R                        | Report on Marketing Quota Violations - Cotton (MQ-106)   | Semiannually                         | 5-CN;<br>6-CN            |
| CN-89R                        | Forms Requirement Report ____ Year   | Annually                             | 5-CN;<br>6-CN            |
| CN-93R                        | State Summary of 19____ County Allotment Acreage History   | Annually                             | 1-CN(60);<br>3-CN(60)    |
| CN-96R                        | State Summary of 19____ Cotton Allotments  | Annually                             | 1-CN(60);<br>3-CN(60)    |
| CN-97R                        | 19____ County Cotton Acreage Summary Report for AMS  | Annually                             | CN Notice 170            |
| ***CN-100R                    | State Acreage Reserve for 19____   | Annually                             | 1-CN(60);<br>3-CN(60)--* |

| Reports Control Number               | Title   | Frequency                    | Authority       |
|--------------------------------------|---|------------------------------|-----------------|
| <u>Disaster Livestock Feed Staff</u> |   |                              |                 |
| DF-1R                                | Report of Farmers' Purchase Orders and Dealers' Certificates Issued (Except Insular Offices)      | Weekly                       | 1-DF            |
| <u>Fiscal Division</u>               |   |                              |                 |
| FI-4R                                | Cumulative Report of Marketing Quota Penalties  | Semiannually                 | 80-FI<br>5-TB   |
| FI-51R                               | Quarterly Report of U.S. Savings Bond Deductions  | Quarterly (Insular Offices)  | 83-FI           |
| FI-55R                               | Report of Appropriated Fund Transactions, CSS-459   | Monthly                      | 80-FI;<br>85-FI |
| FI-56R                               | Report of Deposit Fund Account Transactions, CSS-460  | Monthly                      | 80-FI;<br>85-FI |
| FI-57R                               | Report of Trust Fund Receipt, General Fund Receipt and Lapsed Appropriation (M) Accounts, CSS-461 | Monthly                      | 80-FI;<br>85-FI |
| FI-64R                               | Annual Report on Travel   | Annually (Insular Offices)   | 85-FI           |
| FI-69R                               | Statement of Allotment Transactions, CSS-581  | Monthly                      | 80-FI;<br>85-FI |
| FI-73R                               | Annual Summary of Retirement Fund Transactions, SF-2807-2, Rev.                                   | Annually<br>Insular Offices) | 83-FI           |

## RECURRING REPORTS - STATE AND INSULAR OFFICES (Con.)

| Reports<br>Control<br>Number  | Title  | Frequency  | Authority         |
|-------------------------------|--|--|-------------------|
| <u>Fiscal Division (Con.)</u> |  |  |                   |
| FI-112R                       | Annual Report of County Office Debts, by Age, CSS-139  | Annually   | 54-FI             |
| FI-163R                       | Man Months, Employment and Obligations by Object Class and Program CSS-633-3   | Monthly  | 72-FI             |
| FI-171R                       | Statement of Disbursements and Collections Accomplished by Disbursement Officers, CSS-36   | Monthly  | 80-FI;<br>85-FI   |
| FI-172R                       | Annual Insurance Participation   | Annually<br>(Insular<br>Offices)                               | 83-FI             |
| FI-182R                       | Listing of Installations   | Initial<br>Submission<br>Supp. Reports<br>(Insular<br>Offices) | 83-FI             |
| FI-183R                       | Report of Federal Employment and Wages   | Quarterly<br>(Insular<br>Offices)                              | 83-FI             |
| FI-209R                       | Annual Certified Report of Unliquidated Obligations, Form CSS-607  | Annually   | 72-FI;<br>80-FI   |
| FI-212R                       | Quarterly and Annual Reports of Cumulative Obligations and Man-Months for Prior Fiscal Year Allotments, Forms CSS-633, CSS-633-3 | Quarterly and<br>Annually                                      | 72-FI             |
| FI-213R                       | Report of Accomplished Soil Bank Program Collections   | Monthly  | 2-SB;<br>7-SB(58) |
| FI-230R                       | Report of Unpaid Claims Chargeable to Lapsed Appropriation Balances  | Annually   | 80-FI             |

| Reports Control Number | Title | Frequency | Authority |
|------------------------|-------|-----------|-----------|
|------------------------|-------|-----------|-----------|

Fiscal Division (Con.)

|         |  |                            |       |
|---------|--|----------------------------|-------|
| FI-231R | Report of Emergency Feed Program Claims  | Semiannually               | 54-FI |
| FI-232R | Annual Report of Communications Services | Annually (Insular Offices) | 85-FI |

Food and Material Division

|                                 |  |              |                      |
|---------------------------------|--|--------------|----------------------|
| ***-FM-13R<br>(Formerly AS-52R) | Report on Issuance of FCDA Identification Cards and Vehicle Markers (Designated State Offices) | Semiannually | DAPA Memo 5-20-58--* |
|---------------------------------|--|--------------|----------------------|

Fruit and Vegetable Division - AMS

|        |  |                                   |                 |
|--------|--|-----------------------------------|-----------------|
| FV-77R | Report on Irish Potato Starch and Flour Division Program               | Weekly (Designated State Offices) | 724(Potatoes)-3 |
| FV-78R | Weekly Purchase Report   | Weekly                            | 724(FV)-1       |
| FV-79R | Final Purchase Report  | End of Program                    | 724(FV)-1       |
| FV-70R | Weekly Operations Report-Irish Potato Livestock Feed Diversion Program | Weekly (Designated State Offices) | 724(Potatoes)-4 |

Grain Division

|        |   |          |      |
|--------|---|----------|------|
| GR-36R | Excess Nonexpendable Equipment and Granaries Owned by CCC | Annually | 7-GR |
|--------|---|----------|------|

## RECURRING REPORTS - STATE AND INSULAR OFFICES (Con.)

| Reports Control Number       | Title  | Frequency                | Authority                        |
|------------------------------|--|--------------------------|----------------------------------|
| <u>Grain Division (Con.)</u> |  |                          |                                  |
| GR-37R                       | Monthly Report Based on CCC Grain Form-629   | Monthly                  | 9-GR                             |
| GR-61R                       | Report of Rental of CCC Grain Bins   | Quarterly                | 7-GR                             |
| GR-96R                       | Report on Marketing Quota Violations (MQ-106-Grain)                                      | Semiannually             | 3-Wheat(Rev.1);<br>5-Rice(Rev.1) |
| GR-98R                       | State Estimates of Take-Over and Reports of Purchase Agreement                           | Varies                   | 14-GR                            |
| GR-118R                      | Sales of CCC-Owned Commodities   | Weekly                   | 11-GR                            |
| GR-119R                      | Bin Site Directory   | Annually as Changes Made | 7-GR                             |
| GR-120R                      | State Summary of Rice Acreage Data   | Annually                 | 3-Rice;<br>4-Rice                |
| GR-121R                      | State Summary of New Producer Data and Total Acreage Allotted                            | Annually                 | 3-Rice;<br>4-Rice                |
| GR-122R                      | State Summary of County Data and Total Acreage Allotted to Producers on Regular Listings | Annually                 | 3-Rice;<br>4-Rice                |
| GR-124R                      | 19__ Wheat Compliance and Diversion Report, CSS-525                                      | Annually                 | 2-Wheat                          |
| GR-132R                      | 19__ Wheat Listing Sheet State Summary and Related Data                                  | Annually                 | 2-Wheat;<br>2-Wheat(61)          |
| GR-134R                      | Grades of Corn Withdrawn from Bin Sites  | Monthly                  | 9-GR                             |
| GR-139R                      | Frequency Distribution of Farms by Size of Acreage, CSS-527 and CSS-527-1                | Annually                 | 2-Wheat                          |
| GR-146R                      | Feed Wheat Application Data  | Annually                 | 3-Wheat(Rev.1)                   |

| Reports Control Number       | Title  | Frequency | Authority            |
|------------------------------|--|-----------|----------------------|
| <u>Grain Division (Con.)</u> |  |           |                      |
| GR-148R                      | Wheat Farm Acreage Data - "New" Commercial Wheat States                        | Annually  | 4-Wheat              |
| *--GR-149R                   | 19__ State Summary of Wheat History Acreage                                    | Annually  | 2-Wheat              |
| GR-150R                      | Grain Inventory Report   | Weekly    | 8-GR                 |
| GR-152R                      | Cumulative Report of Texas Flaxseed Purchase Program (Texas State Office Only) | Monthly   | 23-GR(60)            |
| GR-153R                      | Frequency Distribution of 19__ Farm Rice Acreage Allotments                    | Annually  | 3-Rice;<br>4-Rice    |
| GR-154R                      | State Summary of County Rice Yield Data  | Annually  | 3-Rice;<br>4-Rice--* |

Livestock and Dairy Division

|        |   |              |      |
|--------|---|--------------|------|
| LD-50R | Recapitulation Report of Wool Promotion Fund Deductions | Twice Yearly | 1-LD |
|--------|---|--------------|------|

Oils and Peanut Division

|        |  |           |      |
|--------|--|-----------|------|
| OP-42R | Peanut Marketing Quota Producer Violations, Peanuts (MQ-106) | Quarterly | 1-OP |
| OP-60R | Report of Recommended New Farm Allotments                    | Annually  | 1-OP |
| OP-74R | State Allotment Summary                                      | Annually  | 1-OP |

## RECURRING REPORTS - STATE AND INSULAR OFFICES (Con.)

| Reports Control Number                 | Title   | Frequency    | Authority |
|--|---|--------------|-----------|
| <u>Oils and Peanut Division (Con.)</u> |   |              |           |
| OP-75R                                 | Estimate of Forms Requirements  | Annually     | 1-OP      |
| OP-76R                                 | State Summary of County Normal Yield  | Annually     | 1-OP      |
| <u>Personnel Management Division</u>   |   |              |           |
| *--PM-1R                               | Annual Report on Total Number of Paid Civilian Employees at Each Basic Rate of Compensation (Caribbean Area Office) | Annually     | 11-PM     |
| PM-6R                                  | Annual Report on Geographic Distribution of Federal Employees (Caribbean Area Office)                               | Annually     | 11-PM     |
| PM-10R                                 | Length of Service Awards (Caribbean Area Office)  | Annually     | 11-PM     |
| PM-15R                                 | Monthly Report of Persons Who Have Retired During the Month (Caribbean Area Office)                                 | Monthly      | 11-PM--*  |
| PM-22R                                 | Report on Operation of the Awards Program   | Semiannually | 7-PM      |
| *--PM-34R                              | Monthly Report of Federal Civilian Employment, SF-113 (Caribbean Area Office)                                       | Monthly      | 11-PM     |
| PM-41R                                 | Annual Report of Personnel for Whom Dept. of State is Holding Foreign Decorations (Caribbean Area Office)           | Annually     | 11-PM     |
| PM-43R                                 | Report of Position Incumbents for Official Register (Form CS-115A) (Caribbean Area Office)                          | Annually     | 11-PM     |

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| Reports Control Number | Title | Frequency | Authority |
|------------------------|-------|-----------|-----------|
|------------------------|-------|-----------|-----------|

Personnel Management Division (Con.)

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|           |  |                               |                  |
|-----------|--|-------------------------------|------------------|
| PM-45R    | Report on Survey of Accuracy of Position Description (Caribbean Area Office) | Annually                      | 11-PM            |
| PM-47R    | Report on Sensitive Positions (Caribbean Area Office)                        | Semimonthly                   | 11-PM--*         |
| PM-53R    | Report of Membership - CSS Incentive Awards Committee                        | Annually and as Changes Occur | 7-PM             |
| *--PM-60R | Current Position Charts (Caribbean Area Office)                              | Semiannually                  | DAO Memo 6-12-59 |
| PM-61R    | Report on Outside Training Completed   | Annually                      | 6-PM--*          |

Soil Bank Division

|        |  |           |               |
|--------|--|-----------|---------------|
| SB-15R | Violation Report - Acreage Reserve, Form CSS-844(SB)   | Quarterly | 7-SB(58)      |
| SB-17R | Violations Report - Conservation Reserve, Form CSS-851 | Quarterly | Notice SB-136 |

Sugar Division

|        |  |          |                     |
|--------|--|----------|---------------------|
| SU-1R  | Summary of Sugar Programs  | Annually | 2-SU;<br>4-SU; 5-SU |
| SU-32R | Sugar Beet Marketing Report, SU-107  | Annually | 2-SU                |
| SU-34R | Recapitulation of Final Manufacturing Reports of Sugarcane Factories by Crop Years (Florida and Louisiana State Offices) | Annually | 4-SU                |

## RECURRING REPORTS - STATE AND INSULAR OFFICES (Con.)

| Reports Control Number       | Title  | Frequency                                 | Authority                       |
|------------------------------|--|---|---------------------------------|
| <u>Sugar Division (Con.)</u> |  |   |                                 |
| SU-36R                       | Recapitulation of Form SU-128 Showing Prices Paid for Sugarcane Delivered to Sugar Mills, _____ Crop (Florida and Louisiana State Offices) | Annually                                  | 4-SU                            |
| SU-37R                       | Manufacturing Report, SU-151, (Puerto Rico)  | Annually                                  | 5-SU                            |
| SU-49R                       | Child Labor and Wage Claims Reports  | Annually                                  | 2-SU; 4-SU; 5-SU                |
| SU-52R                       | Weekly Sugar Production Report (Louisiana, Florida and Puerto Rico)  | Weekly During Harvest                     | Letter Sept. 1947; Wire 5-22-58 |
| SU-59R                       | Annual Summary Report of Hawaiian Sugarcane Program Data   | Annually                                  | 6-SU                            |
| SU-64R                       | Progress Report on Applications for Payment  | Biweekly                                  | 2-SU; 4-SU; 5-SU                |
| SU-67R                       | Wage Compliance Report   | Annually                                  | 2-SU; 5-SU; 6-SU                |
| SU-68R                       | Prevailing Wage Rates Reports - Louisiana and Florida Cane   | Annually Louisiana; Semiannually- Florida | 4-SU                            |
| SU-89R                       | Child Labor Report - Hawaiian Sugarcane  | Annually                                  | 6-SU                            |
| SU-90R                       | Wage Claims Report - Hawaiian Sugarcane  | Annually                                  | 6-SU                            |
| SU-93R                       | Progress Report on Applications for Payment - Hawaiian Sugarcane   | Monthly                                   | 6-SU                            |

| Reports Control Number       | Title   | Frequency | Authority       |
|------------------------------|---|-----------|-----------------|
| <u>Sugar Division (Con.)</u> |   |           |                 |
| SU-94R                       | Production of Sugar by Types as Reported on Forms SU-123 - By Factories - Louisiana   | Annually  | SU Memo 2-26-57 |
| SU-95R                       | Recovery of 96° Raw Sugar and Other Data Taken from Forms SU-123 - By Factories - Louisiana   | Annually  | SU Memo 2-26-57 |
| SU-96R                       | Recapitulation of Final Trash Reports Company-owned Sugarcane - Purchased Sugarcane and Total Sugarcane - By Factories - (Sugarcane Area) | Annually  | 4-SU            |
| SU-97R                       | Production of Molasses and Syrup by Factories - Louisiana   | Annually  | SU Memo 2-26-57 |
| SU-98R                       | Production of Sugar by Types - Florida Mills  | Annually  | SU Memo 2-26-57 |
| SU-99R                       | Production of Blackstrap Molasses - Florida Mills   | Annually  | SU Memo 2-26-57 |
| SU-100R                      | Selling and Delivery Expenses on Sugar and Molasses (Virgin Islands and Puerto Rico) - Caribbean Area Office                              | Annually  | 5-SU            |
| SU-102R                      | Schedule Showing Method of Settlement to be Used by Puerto Rican Allottees  | Annually  | 5-SU            |
| SU-103R                      | Statement of Sugar Yield During Grinding Season - Puerto Rico   | Annually  | 5-SU            |
| SU-104R                      | Gross Proceeds and Handling and Delivery Expenses on Raw Sugar - Hawaiian Area Office   | Annually  | SU Memo 4-15-57 |
| SU-106R                      | State Estimates of Take-over (Two Reports) - Honey  | Varies    | 7-SU            |

## RECURRING REPORTS - STATE AND INSULAR OFFICES (Con.)

| Reports Control Number | Title | Frequency | Authority |
|------------------------|-------|-----------|-----------|
|------------------------|-------|-----------|-----------|

Sugar Division (Con.)

|            |  |          |                           |
|------------|--|----------|---------------------------|
| SU-109R    | List of Approved Abandonment and Deficiency Areas  | Annually | 2-SU; 4-SU;<br>5-SU       |
| SU-110R    | Approved Prevented Acreage Summary   | Annually | 2-SU                      |
| SU-111R    | Annual Fair Price Compliance Report  | Annually | 2-SU; 4-SU;<br>5-SU; 6-SU |
| *--SU-112R | Report on Redetermination of Shares Involving Improper Credit for Personal History & Copy of Check and Record Sheets (Sugar Beet Area) | Varies   | 2-SU                      |
| SU-113R    | Report of Honey Taken Over   | Annually | 7-SU--*                   |

Tobacco Division

|        |   |           |                       |
|--------|---|-----------|-----------------------|
| TB-10R | Preliminary Allotment Data (Old and New Farms)                | Annually  | 1-TB(60);<br>8-TB(59) |
| TB-11R | Final Allotment Data (Old and New Farms)                      | Annually  | 1-TB(60);<br>8-TB(59) |
| TB-13R | Production Data   | Annually  | 5-TB                  |
| TB-14R | Harvested Acreage   | Annually  | 5-TB                  |
| TB-15R | Across-State-Line Movement of Farm Tobacco                    | Annually  | 5-TB                  |
| TB-17R | Tobacco Marketing Quota Producer Violations, (MQ-106) Tobacco | Quarterly | 5-TB                  |
| TB-30R | Authorization to Issue Memoranda of Sale                      | Annually  | 5-TB                  |
| TB-55R | Tabulation of Buyers' Reports                                 | Annually  | 5-TB                  |

| Reports Control Number         | Title  | Frequency                 | Authority             |
|--------------------------------|--|---------------------------|-----------------------|
| <u>Tobacco Division (Con.)</u> |  |                           |                       |
| TB-59R                         | 19 Excess Acreage  | Annually                  | 1-TB(60);<br>8-TB(59) |
| TB-61R                         | 19 Acreage of Each Kind of Tobacco Devoted in 19 to the Conservation Reserve Program | Annually                  | 1-TB(60);<br>8-TB(59) |
| TB-62R                         | 19 Net Allotted Acreage Reserved Pursuant to Section 377 of the Act                  | Annually                  | 1-TB(60);<br>8-TB(59) |
| TB-64R                         | Size Breakdown of Allotments 19  | Annually                  | 1-TB(60);<br>8-TB(59) |
| TB-67R                         | Report on Discount Varieties of Flue Cured Tobacco Planted                           | Weekly<br>(During Season) | 5-TB                  |
| *--TB-69R                      | Report of Farm Sales of Discount Variety Flue-Cured Tobacco                          | Annually                  | 5-TB                  |
| TB-70R                         | Report of Handbook and Form Requirements for Future Years and Suggested Changes      | Annually                  | 5-TB                  |
| TB-71R                         | Report of Burley Sales   | Annually                  | 5-TB--*               |

## REPORTS CONTROL HANDBOOK

EXHIBIT 3

9-DS

RECURRING REPORTS REQUIRED BY WASHINGTON  
OF CSS COMMODITY OFFICES

| Reports<br>Control<br>Number                         | Title   | Frequency    | Authority                          |
|--|---|--------------|------------------------------------|
| <u>Office of the Administrator</u>                   |   |              |                                    |
| ADM-3R   | Weekly Wire Report on Commodity Inventories Estimates   | Weekly       | 739-1                              |
| <u>Office of Deputy Administrator, Operations</u>    |   |              |                                    |
| DAO-1R   | Quarterly Inventory and Location Report on Specified CCC-Owned Commodities                          | Quarterly    | DAO Memo 5-12-55; DAO Wire 9-22-55 |
| <u>Office of Deputy Administrator, Price Support</u> |   |              |                                    |
| DAPS-12R   | Report of Liftings  | Irregular    | 4-PS                               |
| <u>Administrative Services Division</u>              |   |              |                                    |
| AS-16R   | Quarterly Report on Disposals of Surplus Personal Property, AD-227 (Except Cincinnati Comm. Office) | Quarterly    | 12-AS                              |
| AS-23R   | Report of Space Use, SF-123   | Annually     | 13-AS                              |
| AS-25R   | Report on Procurement by Executive Agencies, SF-37  | Semiannually | 9-AS                               |
| AS-29R   | Report of Records Holdings, CCC-392   | Biennially   | 2-AS                               |
| AS-51R   | Contract Printing Report, JCP Form 2-Rev.   | Semiannually | 9-AS                               |
| AS-69R   | Leased Wire Traffic Report  | Weekly       | DAO Memo 12-16-58                  |

| Reports Control Number                 | Title  | Frequency                       | Authority   |
|--|--|---------------------------------|-------------|
| <u>Barter and Stockpiling Division</u> |  |                                 |             |
| BA-1R                                  | Reports of Sales Made Against Barter Contracts   | Daily as Sales Occur            | 1-BA        |
| BA-2R                                  | Reports of Completion of Deliveries Against Barter Contracts   | Completion of Delivery          | 1-BA        |
| BA-3R                                  | Reports of Exports to Approved Countries Under Barter Contracts  | Receipt of Proof of Exportation | 1-BA        |
| <u>Budget Division</u>                 |  |                                 |             |
| BU-1R                                  | Operating Budget Report CSS-193, CSS-194, CSS-195, CSS-196, CSS-197  | Annually and Varies             | 2-BU        |
| BU-18R                                 | Work Status Report, CSS-612  | Monthly                         | 4-BU        |
| BU-35R                                 | Report on Visits of Investigators  | Irregular                       | 2-BU        |
| BU-52R                                 | Report of Activity by Fund, CSS-633-1  | Quarterly                       | 71-FI       |
| BU-88R                                 | Estimates of Commodity Volume, Workload, Personal Services and Obligations, and Employment and Obligations Plans, - Schedules A, B, C, D and E | Annually                        | 2-BU        |
| <u>Cotton Division</u>                 |  |                                 |             |
| CN-14R                                 | Annual Carry-over Report (New Orleans Office Only)   | Annually                        | Annual Memo |

## RECURRING REPORTS - COMMODITY OFFICES (Con.)

| Reports Control Number        | Title  | Frequency | Authority            |
|-------------------------------|--|-----------|----------------------|
| <u>Cotton Division (Con.)</u> |  |           |                      |
| CN-17R                        | Weekly Report of Cotton Loans and Repayments (Commitment Report) (New Orleans Office Only) | Weekly    | Memo 8-21-53         |
| CN-50R                        | List of Approved Cotton Warehouses (Copy) (New Orleans Office Only)                        | Varies    | 12-CN                |
| CN-81R                        | Report of Cotton Registered for Export Under P.L. 480 (New Orleans Office Only)            | Weekly    | Cotton Memo 6-29-55  |
| *--CN-101R                    | Purchases of Choice A Cotton (New Orleans Office Only)                                     | Weekly    | DAO Memo 11-20-59--* |

Disaster Livestock Feed Staff

|       |  |        |      |
|-------|--|--------|------|
| DF-3R | Deliveries of Commodities Under Current Emergency Feed Program | Weekly | 1-DF |
|-------|--|--------|------|

Fiscal Division

|       |  |                      |              |
|-------|--|----------------------|--------------|
| FI-1R | Analysis of Accounts 1701, 1741, 3001, 3440  | Quarterly            | 17-FI        |
| FI-3R | Summary of Allotment Ledger Transactions, SF-1015a (Program)                                 | Monthly              | 87-FI; 88-FI |
| FI-5R | Analysis of Account 6701   | Monthly              | 17-FI        |
| FI-7R | Trial Balances, CSS-9 and Transcript of Accounts 311 and/or 312 (Administrative and Program) | Monthly and Annually | 87-FI; 88-FI |
| FI-8R | CCC Granary Storage Program Results  | Monthly              | 17-FI        |

| Reports Control Number        | Title  | Frequency | Authority         |
|-------------------------------|--|-----------|-------------------|
| <u>Fiscal Division (Con.)</u> |  |           |                   |
| FI-9R                         | Change in CCC Inventory, CCC Form 3  | Monthly   | 17-FI; 22-FI      |
| FI-10R                        | Report of CCC Loans, CCC Form 244  | Monthly   | 17-FI; 22-FI      |
| FI-13R                        | Post Closing Trial Balance and Statement of Income and Expense CCC-202-1, -2, -3 | Monthly   | 17-FI             |
| FI-18R                        | Analysis of Account 2101   | Monthly   | 17-FI             |
| FI-19R                        | Analysis of Selected Miscellaneous Accounts                                      | Monthly   | 17-FI             |
| FI-42R                        | Program Cost Report, CSS-629   | Monthly   | 88-FI             |
| FI-47R                        | Report of Man-months and Obligations, CSS-633                                    | Monthly   | 71-FI             |
| FI-63R                        | Special, Trust and General Fund Receipts   | Annually  | 6/30 closing Memo |
| FI-83R                        | Status Report on Claims by and Against CCC of \$20,000 or more, CCC-249          | Annually  | 55-FI             |
| FI-84R                        | Report of Claims Activities by and Against CCC, CCC-208                          | Quarterly | 55-FI             |
| FI-85R                        | Age Analysis of Claims on Hand, CCC-231  | Annually  | 55-FI             |
| FI-94R                        | Monthly Estimate of Cash Receipts and Disbursements                              | Monthly   | 17-FI             |
| FI-103R                       | Weekly Estimate of Cash Receipts and Disbursements                               | Weekly    | 17-FI             |

## RECURRING REPORTS - COMMODITY OFFICES (Con.)

| Reports Control Number        | Title  | Frequency                                | Authority           |
|-------------------------------|--|--|---------------------|
| <u>Fiscal Division (Con.)</u> |  |  |                     |
| FI-145R                       | Analysis of Account 7702   | Monthly                                  | 17-FI               |
| FI-151R                       | Special Report on Commercial Facilities Suspected of Irregularities in Storage of CCC-Owned Commodities, CCC Form 508            | Narrative Quarterly; CCC Form 508 Varies | 55-FI               |
| FI-153R                       | Report of State Office Claims Activities, CCC-317  | Semiannually                             | 55-FI               |
| FI-154R                       | Age Analysis of State Office Claims, CCC-318   | Annually                                 | 55-FI               |
| FI-167R                       | Purchase or Sales Abstract and Availability Record, CSS-76   | Irregular                                | 715-2               |
| FI-168R                       | Checklist of Abstracts and Related Documents Issued  | Weekly                                   | 715-2               |
| FI-169R                       | Analysis of Cost of Financing - Title I, P.L. 480, CCC Form 332  | Monthly                                  | 17-FI               |
| FI-171                        | Statements of Disbursements and Collections Accomplished by Disbursement Officers, CSS-36  | Monthly                                  | 87-FI<br>88-FI      |
| FI-174R                       | Report of Cash Transactions (New Orleans Office Only)  | Monthly                                  | FI Memo<br>2-14-55  |
| FI-202R                       | Wire Report of Soil Bank Payments  | Monthly                                  | DAO Memo<br>8-29-57 |
| FI-209R                       | Annual Certified Report of Unliquidated Obligations, Form CSS-607  | Annually                                 | 71-FI;<br>87-FI     |
| FI-212R                       | Quarterly and Annual Reports of Cumulative Obligations and Man-Months for Prior Fiscal Year Allotments, Forms CSS-633, CSS-633-3 | Quarterly and Annually                   | 71-FI               |

| Reports Control Number | Title | Frequency | Authority |
|------------------------|-------|-----------|-----------|
|------------------------|-------|-----------|-----------|

Fiscal Division (Con.)

|            |   |                          |                         |
|------------|---|--------------------------|-------------------------|
| FI-215R    | Frequency Distribution Report - (Kansas City, Evanston and New Orleans Offices)                                     | Annually                 | 17-FI                   |
| FI-222R    | Report of CCC Loans, Commodity Credit Corporation Form 402 (Kansas City and Evanston Offices)                       | Monthly                  | 17-FI                   |
| FI-223R    | Certificate of Interest Transactions (Kansas City and Evanston Offices)   | Monthly and Semiannually | 17-FI                   |
| FI-233R    | Report of Sales Under Credit Approvals  | As Sales Made            | DAO Memo 11-28-58       |
| FI-234R    | Payments in Excess of \$50,000  | Monthly                  | 17-FI                   |
| *--FI-236R | Statements Required Only as of June 30  | Annually                 | 17-FI                   |
| FI-237R    | Storage and Handling Charges on Grain Commodities (Evanston, Kansas City, Minneapolis, Dallas and Portland Offices) | Monthly and Annually     | 17-FI                   |
| FI-242R    | Oldest Crop Year Price Support Inventories (Evanston, Kansas City, Minneapolis, Dallas and Portland Offices)        | Quarterly                | Quarterly DAO Wires --* |

Food and Material Division

|                                |   |              |                    |
|--------------------------------|---|--------------|--------------------|
| *--FM-13R<br>(Formerly AS-52R) | Report on Issuance of FCDA Identification Cards and Vehicle Markers | Semiannually | DAO Memo 6-3-55--* |
|--------------------------------|---|--------------|--------------------|

## RECURRING REPORTS - COMMODITY OFFICES (Con.)

| Reports Control Number                    | Title   | Frequency                    | Authority                 |
|---|---|------------------------------|---------------------------|
| <u>Fruit and Vegetable Division - AMS</u> |   |                              |                           |
| FV-76R                                    | Report of Shipping Instructions Issued on Canned Fruits and Vegetables, Sec. 6, School Lunch Program (Cincinnati and Portland Offices Only) | Weekly                       | Memo from Richards 8-1-54 |
| <u>Office of General Sales Manager</u>    |   |                              |                           |
| GSM-1R                                    | Monthly Report of CCC Export Sales in Excess of \$100,000, CCC Form 367   | Monthly                      | 1-SM                      |
| **-GSM-4R                                 | Outstanding Value of Feed Grain PIK Certificates (Evanston, Kansas City, Minneapolis, Dallas and Portland Offices)                          | Daily                        | DAO Wire 9-17-59          |
| GSM-5R                                    | PIK Certificate Redemption Prices for Rough Rice (Dallas Office Only)   | Weekly                       | DAO Wire 5-17-60--*       |
| <u>Grain Division</u>                     |   |                              |                           |
| GR-39R                                    | Quarterly Report of Storage Structures and Equipment  | Quarterly                    | 17-FI                     |
| GR-41R                                    | List of Approved Grain Warehouses (Copy)  | Annually with Monthly Supps. | 17-GR                     |
| GR-42R                                    | Leased Facilities   | Quarterly                    | 669-1                     |
| GR-43R                                    | CCC-Owned Commodities in CCC-Owned or Operated Structures   | Monthly                      | 669-1                     |
| GR-125R                                   | Reserve Fleet Daily Report of General Conditions (Evanston and Portland Offices)  | Daily                        | 13-GR                     |

| Reports Control Number              | Title  | Frequency | Authority             |
|-------------------------------------|--|-----------|-----------------------|
| <u>Grain Division (Con.)</u>        |  |           |                       |
| GR-126R                             | Reserve Fleet Vessel Cyclical Report (Evanston and Portland Offices)   | Monthly   | 13-GR                 |
| GR-135R                             | Grain Commodity Dispositions and Stocks Positions (Portland, Dallas, K.C., Evanston and Minneapolis Offices)                         | Weekly    | 639(Grain 59)-1       |
| GR-141R                             | Report of Market Prices and Other Market Information (Portland, Dallas, K.C., Evanston and Minneapolis Offices)                      | Daily     | 704(Wheat)-1          |
| GR-142R                             | Cumulative Report of Commodity Loan Activity, CCC-388, CCC-416 (Kansas City and Evanston Offices)                                    | Monthly   | 19-GR                 |
| GR-143R                             | Cumulative Report of Purchase Agreement Activity, CCC-396, CCC-416, (Kansas City and Evanston Offices)                               | Monthly   | 19-GR                 |
| GR-145R                             | List of Deficient Houses - Occupancy Contracts   | Monthly   | 663(Grain)-3          |
| GR-147R                             | Number and Capacity of Facilities Approved Under CCC Uniform Storage Agreements (Portland, Dallas, K.C., Evanston and Minn. Offices) | Quarterly | 17-GR                 |
| <u>Livestock and Dairy Division</u> |  |           |                       |
| LD-28R                              | Daily Teletype Report of Dairy Products Purchased by CSS Commodity Offices   | Daily     | Program Authorization |

## RECURRING REPORTS - COMMODITY OFFICES (Con.)

| Reports Control Number                     | Title   | Frequency                               | Authority              |
|--|---|---|------------------------|
| <u>Livestock and Dairy Division (Con.)</u> |   |   |                        |
| LD-44R                                     | Merchandizing List of Dairy Products (Cincinnati and Portland Offices)                                  | Monthly (Cinn.)<br>Quarterly (Portland) | Memo 7-23-58           |
| LD-52R                                     | Commercial Sales of Dairy Products at Announced Prices (Cincinnati and Portland Offices)                | Daily                                   | 732(Dairy)-1           |
| LD-53R                                     | Summary of Inventory Holdings (Cincinnati Office Only)  | Semimonthly                             | Memo 7-23-58           |
| LD-54R                                     | Claims Settlements of Dairy Products Resulting in Inventory Reduction (Cincinnati and Portland Offices) | Varies                                  | DAO Wire<br>11-14-58   |
| *--LD-56R                                  | Sales of Dairy Products by Country of Destination (Cincinnati and Portland Offices)                     | Monthly                                 | DAO Memo<br>1-15-60--* |
| <u>Oils and Peanut Division</u>            |   |   |                        |
| OP-68R                                     | Report of Commodities Stored in Warehouses as of End of Month   | Monthly                                 | 650-3                  |
| OP-77R                                     | Cottonseed-Cottonseed Oil Program Activity Report (New Orleans Office Only)                             | Weekly and Monthly                      | DAO Memo<br>12-3-58    |
| *--OP-78R                                  | Shelled Peanut Inventory (Dallas Office Only)   | Monthly                                 | DAO Memo<br>2-24-59--* |

| Reports Control Number | Title | Frequency | Authority |
|------------------------|-------|-----------|-----------|
|------------------------|-------|-----------|-----------|

\*--Operations Analysis Staff

|                                |   |           |   |
|--------------------------------|---|-----------|---|
| OA-1R<br>(Formerly<br>PM-58R)  | Report on Management Improvement Activities | Varies    | DAO Memos 6-27-58;<br>9-22-59; 12-31-59 |
| OA-3R<br>(Formerly<br>FI-197R) | Progress Report - Mechanization             | Quarterly | 124-1--*                                |

Personnel Management Division

|        |   |              |       |
|--------|---|--------------|-------|
| PM-1R  | Annual Report on Total Number of Paid Civilian Employees at each Basic Rate of Compensation | Annually     | 11-PM |
| PM-6R  | Annual Report on Geographic Distribution of Federal Employees                               | Annually     | 11-PM |
| PM-10R | Length of Service Awards Report   | Annually     | 11-PM |
| PM-15R | Monthly Report of Persons Who Have Retired During the Month                                 | Monthly      | 11-PM |
| PM-22R | Report on Operation of the Awards Program   | Semiannually | 7-PM  |
| PM-34R | Monthly Report of Federal Civilian Employment, SF-113                                       | Monthly      | 11-PM |
| PM-41R | Annual Report of Personnel for Whom Dept. of State is Holding Foreign Decorations           | Annually     | 11-PM |
| PM-43R | Report of Position Incumbents for Official Register (Form CS-115A)                          | Annually     | 11-PM |
| PM-45R | Report on Survey of Accuracy of Position Descriptions                                       | Annually     | 11-PM |

## REPORTS CONTROL HANDBOOK

EXHIBIT 3  
9-DS

## RECURRING REPORTS - COMMODITY OFFICES (Con.)

| Reports Control Number | Title | Frequency | Authority |
|------------------------|-------|-----------|-----------|
|------------------------|-------|-----------|-----------|

Personnel Management Division (Con.)

|           |   |                               |                  |
|-----------|---|-------------------------------|------------------|
| PM-47R    | Report on Sensitive Positions                         | Semimonthly                   | 11-PM            |
| PM-50R    | Health Service Report                                 | Monthly                       | 8-PM             |
| PM-53R    | Report of Membership - CSS Incentive Awards Committee | Annually and as Changes Occur | 7-PM             |
| *--PM-60R | Current Position Charts                               | Semiannually                  | DAO Memo 6-12-59 |
| PM-61R    | Report on Outside Training Completed                  | Annually                      | 6-PM--*          |

Soil Bank Division

|        |  |                |                     |
|--------|--|----------------|---------------------|
| SB-18R | Conservation Reserve Progress Reports (New Orleans Office Only)                                  | Varies         | DAO Memo 11-23-59   |
| SB-19R | Report of Conservation Reserve Practice Payments by Types of Practices (New Orleans Office Only) | 3 Times a Year | DAO Memo 12-2-59--* |

Transportation and Storage Services Division

|        |  |          |                |
|--------|--|----------|----------------|
| TW-10R | Report of Shipments Under P.L. 480 (Two Reports) (New Orleans Office Only) | Biweekly | TS Memo 3-9-55 |
|--------|--|----------|----------------|

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